



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
RSSO XIII (CARAGA)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Shopping on Lot 1: Supplies for Gen. Admin. Facilities Management, Procurement, HR, CR Accounting & Budget Use.**

| | |
|---|---|
| Name of Project | General Administrative Support Service |
| Solicitation | RSSO PR No. 2020-10-224 |
| Location | PSA - RSSO XIII |
| Brief Description | Refer to Bid Form below |
| Quantity | Refer to Bid Form |
| Approved Budget for the Contract (ABC) | Php81,779.00 |
| Date of Delivery | 10 Days after receipt of Purchase Order |

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on **November 9, 2020** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC Vice Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

| Item/s and specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (Please check) | |
|---|------|------|------------|------------------------------|---|----|
| | | | | | YES | NO |
| Supplies for Gen. Admin. Facilities Management, Procurement, HR, CR Accounting & Budget Use | | | | | | |
| Lot 1: | | | | | | |
| Carbon Film, Color: blue | box | 4 | ₱ _____ | ₱ _____ | | |
| Push Pins, assorted colors, box | box | 6 | ₱ _____ | ₱ _____ | | |
| Signpen - blue | pcs | 24 | ₱ _____ | ₱ _____ | | |
| Signpen - black | pcs | 48 | ₱ _____ | ₱ _____ | | |
| Signpen - red | pcs | 24 | ₱ _____ | ₱ _____ | | |
| Signpen - refill, my gel, color: blue | pcs | 24 | ₱ _____ | ₱ _____ | | |
| Signpen - refill, my gel, color: black | pcs | 48 | ₱ _____ | ₱ _____ | | |
| Signpen - refill, my gel, color: red | pcs | 24 | ₱ _____ | ₱ _____ | | |
| Ballpen - black | pcs | 100 | ₱ _____ | ₱ _____ | | |
| Paper, Multipurpose (copy) 70 gsm, A4 | ream | 150 | ₱ _____ | ₱ _____ | | |
| Paper, Long 80 gsm | ream | 75 | ₱ _____ | ₱ _____ | | |
| Paper, short | ream | 50 | ₱ _____ | ₱ _____ | | |
| Stapler with remover | pcs | 6 | ₱ _____ | ₱ _____ | | |
| Staple wire, Standard no. 35 | box | 32 | ₱ _____ | ₱ _____ | | |
| PVC Cover, A4, 100pcs/pack | pack | 3 | ₱ _____ | ₱ _____ | | |
| PVC Cover, Long, 100pcs/pack | pack | 3 | ₱ _____ | ₱ _____ | | |
| PVC Cover, Short, 100pcs/pack | pack | 3 | ₱ _____ | ₱ _____ | | |
| Tape, Transparent, width 24mm | roll | 32 | ₱ _____ | ₱ _____ | | |
| Tape, Brown Packaging, 48mm | roll | 24 | ₱ _____ | ₱ _____ | | |
| Arch file, 3inches, color: blue | pcs | 100 | ₱ _____ | ₱ _____ | | |
| Storage Box width Lid, color: blue | pcs | 50 | ₱ _____ | ₱ _____ | | |
| Marker, permanent, color: blue | pcs | 24 | ₱ _____ | ₱ _____ | | |
| Paper, Fastener, Plastic, 70mm | box | 24 | ₱ _____ | ₱ _____ | | |
| Paper, Fastener Long, plastic | box | 12 | ₱ _____ | ₱ _____ | | |

| | | | | | | |
|--|------|----|---------|----------|--|--|
| Folder, Ordinary, Legal Size, 100pcs/pack | pack | 6 | ₱ _____ | ₱ _____ | | |
| Glue, all purpose, 200 grams | jar | 6 | ₱ _____ | ₱ _____ | | |
| Record Book, 500 pages | pcs | 10 | ₱ _____ | ₱ _____ | | |
| Record Book, 300 pages | pcs | 10 | ₱ _____ | ₱ _____ | | |
| Envelope, brown-legal size, 100pcs/pack | box | 2 | ₱ _____ | ₱ _____ | | |
| Envelope, Expanding, brown-legal size, 100pcs/pack | box | 2 | ₱ _____ | ₱ _____ | | |
| TOTAL AMOUNT IN FIGURES: | | | | P | | |
| TOTAL AMOUNT IN WORDS: | | | | | | |

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____ EmailAddress: _____

Fax No. _____ Tel No. _____ Cellphone No. _____

Date: _____