



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 the procurement of the Consumable Supplies for Step 2 and Step 3 Operation

Name of Project	Consumables for Philippine Identification System Operation
Solicitation	RSSO RFQ NO.2023-05-002
Reference Number	RSSO PR No. 2023-05-135
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php 3,500.00 , Lot 2: 6,468.00, Lot 5: Php 66,000.00 Lot 6: Php 5, 320.00, Lot 7; Php 137, 800.00
Date of Delivery	Lot 1, Lot 2 and Lot 6 :10 days after receipt of Purchase Order Lot 5 and Lot 7 : 15 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 **May 8, 2023** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

m. l. i. s.
BERNADETH I. BONACHITA
 RBAC 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 **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
- 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
Consumable Supplies for Step 2 and Step 3 Operation						
LOT 1:						
MOP (Heavy Duty)	piece	5	₱ _____	₱ _____		
MOP Head	piece	25	₱ _____	₱ _____		
LOT 2:						
Ballpen (Black)	piece	734	₱ _____	₱ _____		
Paper Clip	box	38	₱ _____	₱ _____		
LOT 5:						
WET WIPES (Sheets: 80pcs, Unscented, Wipes contain the natural properties of aloe vera, lanolin, and vitamin E. Its natural, mild and effective cleansing. Paraben-free, hypo-allergenic, Natural ingredients, reseable cover to prevent moisture loss, Sheet Size: 200mm x 100mm, Thicker Sheet, FDA Approved	pack	440	₱ _____	₱ _____		
LOT 6:						
Bleach, 1Liter	bottle	76	₱ _____	₱ _____		
LOT 7:						
MICROFIBER CLOTH (Specs: at least 6 pcs per pack, Dimension: 10 inches x 10 inches, Good for cleaning equipments	bundle	1060	₱ _____	₱ _____		
TOTAL AMOUNT IN FIGURES:				₱ _____		
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: _____ EmailAddress: _____
 Address: _____ Cellphone No. _____
 Fax No. _____ Tel No. _____
 Date: _____