



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 **Procurement of Supplies and Materials for General Services and Consumable Supplies for BRAP Personnel for the Period (January to December)**

Name of Project	General Administrative Support Service
Solicitation	RSSO RFQ No. 2025-05-062
Reference Number	RSSO PR No. 2025-05-077 & 066
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Shopping
Approved Budget for the Contract (ABC)	Php66,445.00
Date of Delivery	20 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 28, 2025** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.


PRESA P. VILLARINA
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
Procurement of Supplies and Materials for General Services and Consumable Supplies for BRAP Personnel for the Period (January to December)						
Lot 1: ABC Php 43,000.00						
ALCOHOL, Ethyl, 1 Gallon	gallon	10	₱ _____	₱ _____		
DETERGENT POWDER, all purpose	pack	120	₱ _____	₱ _____		
TRASHBAG, XXL size 10's pack	pack	120	₱ _____	₱ _____		
Lot 2: ABC Php 3,500.00						
PUNCHER, paper, heavy duty	pc	2	₱ _____	₱ _____		
STAPLER, standard type	piece	4	₱ _____	₱ _____		
Ruler, Plastic, 450mm	pc	12	₱ _____	₱ _____		
CALCULATOR, Compact	unit	4	₱ _____	₱ _____		
Lot 3: ABC Php 12,155.00						
RUBBER BAND No. 18	box	12	₱ _____	₱ _____		
STAMP PAD, felt	piece	4	₱ _____	₱ _____		
CORRECTION TAPE	pc	141	₱ _____	₱ _____		
TAPE, masking, 24mm	roll	2	₱ _____	₱ _____		
TAPE, masking, 48 mm	roll	8	₱ _____	₱ _____		
TAPE, transparent, 24mm	roll	106	₱ _____	₱ _____		
INK, for stamp pad, vol.(min) 50mL	bottle	14	₱ _____	₱ _____		
GLUE, all-purpose, min. 200 grams	bottle	10	₱ _____	₱ _____		
Clip, backfold, 19mm (12pcs/box)	box	21	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 5: ABC Php 7,790.00						
ENVELOPE, Mailing 500's	box	6	₱ _____	₱ _____		
FOLDER with tab, Legal, 100's	pack	6	₱ _____	₱ _____		
ENVELOPE-Documentary (Color:Brown, size Long, 500pcs/box)	box	1	₱ _____	₱ _____		
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: _____

Address: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____