



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** for procurement of office supplies.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>SDN PR No. 2022-07-048</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php72,177.50</b>
<b>Date of Delivery</b>	<b>Within 15 Days after receipt of Purchase Order</b>

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 A.M on **August 17, 2022** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH J. BONACHITA**  
RBAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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.
7. 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.
8. 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.
9. 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
Office Supplies						
In Lot						
TAPE, masking, 24mm	Roll	20	₱ _____	₱ _____		
TAPE, MASKING, 48mm	Roll	20	₱ _____	₱ _____		
TAPE, packaging, 48mm	Roll	20	₱ _____	₱ _____		
TAPE, transparent, 24mm	Roll	20	₱ _____	₱ _____		
TAPE, transparent, 48mm	Roll	20	₱ _____	₱ _____		
ENVELOPE, long	Piece	500	₱ _____	₱ _____		
ENVELOPE, A4	Piece	200	₱ _____	₱ _____		
ENVELOPE, expanding, long, red	Piece	500	₱ _____	₱ _____		
INK, stamp pad, 30ml	Bottle	20	₱ _____	₱ _____		
MAILING ENVELOPE, white, long	Piece	200	₱ _____	₱ _____		
PAPER, multicopy, 80 gsm, long	Ream	20	₱ _____	₱ _____		
PAPER, multicopy, 80 gsm, A4	Ream	20	₱ _____	₱ _____		
PAPER, multicopy, 70 gsm, long	Ream	20	₱ _____	₱ _____		
PAPER, multicopy, 70 gsm, A4	Ream	20	₱ _____	₱ _____		
STAPLER #35	Piece	50	₱ _____	₱ _____		
CLIP, backfold, all metal, clamping: 19mm (-1mm)	Box	50	₱ _____	₱ _____		
CLIP, backfold, all metal, clamping: 32mm (-1mm)	Box	50	₱ _____	₱ _____		
NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	Pad	50	₱ _____	₱ _____		
STAPLE wire, 23/17-H, 17mm (5/8")	Box	20	₱ _____	₱ _____		
STAPLE wire, standard #35	Box	50	₱ _____	₱ _____		
FASTENER, plastic, 50 sets per box	Box	50	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

**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: \_\_\_\_\_