



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
CARAGA

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, NP-Shopping on Office supplies for various statistical activities and general administrative use of PSA-PDI.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	PDI PR No. 2020-08-041
<b>Location</b>	PSA-Province of Dinagat Islands
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: Php 8,824.20; Lot 2: Php 45,685.44
<b>Date of Delivery</b>	Within 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 am on **August 18, 2020** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH T. BONACHITA**  
RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhGEPS) 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 (PhGEPS) 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
<b>Office supplies for various statistical activities and general administrative use of PSA-PDI</b>						
<b>Lot 1: Common-use office supplies</b>						
RECORD BOOK, 500 PAGES, size 214mm x 278 mm min	piece	10	₱ _____	₱ _____		
STAPLE WIRE, for heavy duty staplers, (23/13)	box	5	₱ _____	₱ _____		
FOLDER, FANCY, for legal size documents	bundle	5	₱ _____	₱ _____		
MARKER, PERMANENT, bullet type, black	piece	36	₱ _____	₱ _____		
MARKER, PERMANENT, bullet type, blue	piece	36	₱ _____	₱ _____		
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	20	₱ _____	₱ _____		
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	20	₱ _____	₱ _____		
<b>Lot 2: Toner</b>						
TONER CART for HP Printer, HP 85A, Black	cart	10	₱ _____	₱ _____		
INK CART for HP Printer, HP704, black	cart	8	₱ _____	₱ _____		
INK CART for HP Printer, HP704, tri-color	cart	8	₱ _____	₱ _____		
<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: _____ Email Address: _____						
Fax No. _____ Tel No. _____ Cellphone No. _____						
Date: _____						



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**PHILIPPINE STATISTICS AUTHORITY**  
CARAGA

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP-Small Value Procurement Office supplies for various statistical activities and general administrative use of PSA-PDI.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	PDI PR No. 2020-08-041
<b>Location</b>	PSA-Province of Dinagat Islands
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Lot 3: Php 13,000.00; Lot 4: Php 1,230.00
<b>Date of Delivery</b>	Within 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 am on **August 18, 2020** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

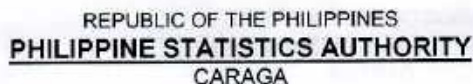
**BERNADETH I. BONACHITA**  
 RBAC Chairperson

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- 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 / Bases	
					YES	NO
<b>Office supplies for various statistical activities and general administrative use of PSA-PDI</b>						
<b>Lot 3: Common-use office supplies</b>						
Glue Stick, All Purpose, 40 gms	pc	20	P _____	P _____		
Archfile, 3"	pc	50	P _____	P _____		
Archfile, 2"	pc	10	P _____	P _____		
<b>Lot 4: Janitorial supplies</b>						
Doormat for toilet door, cotton	pc	6	P _____	P _____		
Toilet brush with holder, plastic	pc	5	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<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: _____ Email Address: _____						
Fax No. _____ Tel No. _____ Cellphone No. _____						
Date: _____						





The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP-Shopping on Various Janitorial supplies for general administrative use of PSA-PDI.**

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 am on **August 18, 2020** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

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4. Bids exceeding the ABC shall be disqualified.
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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.

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