



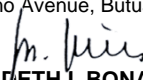
REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Small Value Procurement** for the purchase of office supplies.

<b>Name of Project</b>	General Administrative Support Service		
<b>Solicitation</b>	SDN PR No. 2021-10-070		
<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>Lot 1</b>	<b>Php81,150.00</b>	
	<b>Lot 2</b>	<b>Php69,500.00</b>	
	<b>Lot 3</b>	<b>Php4,000.00</b>	
	<b>Lot 4</b>	<b>Php75,000.00</b>	
	<b>Lot 5</b>	<b>Php9,600.00</b>	
	<b>Lot 6</b>	<b>Php20,400.00</b>	
<b>Date of Delivery</b>	15 Days after the 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 12:00 Noon on **November 9, 2021** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**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 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
<b>Lot 1: Samsung and Epson Toners (SVP)</b>						
Samsung Toner						
MLT D116L	Cart	2	P_____	P_____		
CLT K404S	Cart	2	P_____	P_____		
CLT C404S	Cart	2	P_____	P_____		
CLT M404S	Cart	2	P_____	P_____		
CLT Y404S	Cart	2	P_____	P_____		
Epson Toner						
664 black	Toner	10	P_____	P_____		
<b>Lot 2 (SVP)</b>						
paper, multicopy 8.5x11", short, 80 gsm	Ream	200	P_____	P_____		
envelope expanding, plastic, long size, zipper	Piece	75	P_____	P_____		
Ballpen (blue)	Piece	50	P_____	P_____		
Finger moistener, wax, pc	Piece	30	P_____	P_____		
Toilet Deodorizer (big)	Piece	30	P_____	P_____		
Carbon paper (foil) legal, blue	Box	10	P_____	P_____		
<b>Lot 3 (SVP)</b>						
Empty sacks (size: sack for rice)	Piece	100	P_____	P_____		
<b>Lot 4 (SVP)</b>						
Disposable protective face mask (non-medical)	Box	300	P_____	P_____		
50 pcs per box; 17.5 x 9.5 cm; non-woven fabric						
3 layers protection						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 5 (SVP)</b>						
Duct tapes for Manual Binding						
10 meters, 48mm - cream	Roll	5	P _____	P _____		
10 meters, 48mm - blue	Roll	5	P _____	P _____		
10 meters, 48mm - red	Roll	5	P _____	P _____		
10 meters, 48mm - green	Roll	5	P _____	P _____		
10 meters, 48mm - yellow	Roll	5	P _____	P _____		
10 meters, 48mm - gray	Roll	5	P _____	P _____		
25 meters, 24mm - cream	Roll	5	P _____	P _____		
25 meters, 24mm - blue	Roll	5	P _____	P _____		
25 meters, 24mm - red	Roll	5	P _____	P _____		
25 meters, 24mm - green	Roll	5	P _____	P _____		
25 meters, 24mm - yellow	Roll	5	P _____	P _____		
25 meters, 24mm - gray	Roll	5	P _____	P _____		
<b>Lot 6 (SVP)</b>						
photo paper (glossy inkjet), A4, 20 sheets/pack	Pack	20	P _____	P _____		
PVC binding cover, legal, 100pc/pack	Ream	10	P _____	P _____		
PVC binding cover, A4, 100pc/pack	Ream	10	P _____	P _____		
laminating pouches, legal size, 250MIC, 100 pcs/pack	Pack	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: \_\_\_\_\_

EmailAddress: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_