



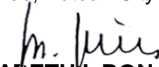
REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
RSSO XIII (Caraga)

REQUEST FOR QUOTATION

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

Name of Project	General Administrative Support Service	
Solicitation	SDN PR No. 2021-10-071	
Location	PSA - RSSO XIII	
Brief Description	Refer to Bid Form below	
Quantity	Refer to Bid Form	
Approved Budget for the Contract (ABC)	Lot 1	Php71,760.00
	Lot 2	Php27,600.00
Date of Delivery	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
Lot 1						
paper, multicopy A4, 80 gsm	Ream	100	₱ _____	₱ _____		
paper, multicopy 8.5x13", legal, 80 gsm	Ream	100	₱ _____	₱ _____		
Heavy duty battery AAA, alkaline, dry cell set of 2	Set	50	₱ _____	₱ _____		
Heavy duty battery AA, alkaline, dry cell set of 2	Set	20	₱ _____	₱ _____		
trashbag, plastic, black or transparent, 10 pcs/roll	Roll	12	₱ _____	₱ _____		
Folder Tagboard long, 100s/pack	pack	3	₱ _____	₱ _____		
Mailing Envelop (long, white) 500s/box	box	2	₱ _____	₱ _____		
Scissors	pc	9	₱ _____	₱ _____		
Pencil with eraser	box	10	₱ _____	₱ _____		
RUBBER BAND, 70mm min lay flat length (#18)	box	5	₱ _____	₱ _____		
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	₱ _____	₱ _____		
Staple Wire	box	10	₱ _____	₱ _____		
MOPHANDLE, heavy duty, aluminum, screw type	Piece	5	₱ _____	₱ _____		
MOPHEAD, made of rayon, weight: 400 grams min	Piece	5	₱ _____	₱ _____		
BROOM, soft (tambo)	Piece	10	₱ _____	₱ _____		
BROOM, STICK (TING-TING), usable length: 760mm min	Piece	10	₱ _____	₱ _____		
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	Bottle	20	₱ _____	₱ _____		
TWINE, plastic, one (1) kilo per roll	Roll	10	₱ _____	₱ _____		
Stamp pad, felt, bed dimension: 60mm x 100mm min	Piece	10	₱ _____	₱ _____		
STAMP PAD INK, purple or violet	Bottle	10	₱ _____	₱ _____		
STAPLER with remover, STANDARD TYPE, #35	Piece	10	₱ _____	₱ _____		
Puncher, paper, heavy duty	Piece	10	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 2: Brother and HP Laserjet toners						
Brother Toner/Roll						
TN 3320	Cart	2	₱ _____	₱ _____		
DR 3355	Roll	2	₱ _____	₱ _____		
HP Laserjet Toner						
HP704 black	Cart	5	₱ _____	₱ _____		
HP704 tricolor	Cart	5	₱ _____	₱ _____		
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: _____