



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, **Small Value Procurement and shopping for the purchase of Computer Toners (Samsung ang Epson).**

<b>Name of Project</b>	General Administrative Support Service		
<b>Solicitation</b>	SDN PR No. 2020-12-051		
<b>Location</b>	PSA - SDN		
<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>		Php76,230.00
	<b>Lot 2</b>		Php89,800.00
<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 A.M on December 17, 2020 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

*M. I. Bonachita*  
**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>						
<b>Samsung Toner</b>						
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 _____		
<b>Epson Toner</b>						
BK774	Toner	2	P _____	P _____		
<b>Lot 2: Brother and HP Laserjet toners (Shopping)</b>						
<b>Brother Toner/Roll</b>						
TN 3320	Cart	2	P _____	P _____		
DR 3355	Roll	2	P _____	P _____		
<b>HP Laserjet Toner</b>						
CF410A	Cart	2	P _____	P _____		
CF411A	Cart	2	P _____	P _____		
CF412A	Cart	2	P _____	P _____		
CF413A	Cart	2	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
CF226A	Cart	2	P _____	P _____		
CE285A (HP85A)	Cart	6	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: \_\_\_\_\_