



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY  
REGION V – BICOL

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake:  
**SHOPPING**  
as Alternative Modes of Procurement for official use of PSA Camarines Sur with the following details:

Name of Project	Procurement of PhilSys Office Supplies for the Month of May to June 2024
Solicitation	2024-04-050-CS
Location	PSA Camarines Sur
Brief Description	Office Supplies and Cleaning Materials
Quantity	see page 2 for details
Approved Budget for the Contract (ABC)	Php 73,756.10
Contract Duration	10 days upon receipt of PO

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **08:00AM, May 3, 2024** at the **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**

  
**CECILLE A. BRIONES**  
RBAC Chairperson *4/28/24*

**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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
  1. Mayor's/Business Permit Permit
  2. PhilGEPS Registration Number
6. 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.
7. Terms of Payment shall be made through check payable to the supplie
8. 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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>Procurement of PhilSys Office Supplies for the Month of May to June 2024</b>						
<b>Lot 1 (Office Supplies)</b>						
Paper, Multi-Purpose, 80gsm, substance 24, size: (216 x 330), legal	ream	40	P _____	P _____	( )	( )
Paper, Multi-Purpose, 80gsm, substance 24, size: (210 X 297), A4	ream	40	P _____	P _____	( )	( )
Bond Paper, 100gsm, substance 28, size: (210 X 297), A4 (BRANDED)	ream	30	P _____	P _____	( )	( )
TAPE, transparent, 24mm	roll	30	P _____	P _____	( )	( )
TAPE, masking, 24mm	roll	30	P _____	P _____	( )	( )
TAPE, packaging, 48mm	roll	30	P _____	P _____	( )	( )
SIGN PEN, liquid/gel ink, 0.5mm needle tip, Black	piece	30	P _____	P _____	( )	( )
CORRECTION TAPE, film base type, 6m	piece	50	P _____	P _____	( )	( )
CLIP, backfold, 25mm	box	100	P _____	P _____	( )	( )
CLIP, Backfold, 32mm	box	100	P _____	P _____	( )	( )
TOILET TISSUE PAPER, 2 ply,	roll	100	P _____	P _____	( )	( )
ALCOHOL, Ethyl, 500ml	bottle	200	P _____	P _____	( )	( )
PAPER CLIP, vinyl/plastic coated, 33mm	box	100	P _____	P _____	( )	( )
MARKER, permanent, black	piece	100	P _____	P _____	( )	( )
TRASHBAG, XXL size	pack	50	P _____	P _____	( )	( )
Staple Wire, Standard 26/6	piece	50	P _____	P _____	( )	( )
			<b>Total</b>	P _____		
				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 and Signature of authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel No./Fax No.: \_\_\_\_\_

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

LBP Account Number of Establishment: \_\_\_\_\_

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

Do you have Mayor's/Business Permit?  Yes  No

Philgeps Registration?  Yes  No

Printed Name and Signature of Canvasser: \_\_\_\_\_