



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office – Marinduque** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **SHOPPING** pursuant to the provisions of R.A. 9184, to wit;

| | |
|---|-------------------------------------|
| Name of Project | Office Supplies for 3 months |
| Solicitation | 2024-08-0492 |
| Place of Delivery | Boac, Marinduque |
| Brief Description | Office Supplies |
| Quantity | 77 items |
| Approved Budget for the Contract (ABC) | P 90,195.00 |
| Date of Delivery | August 19 – September 6, 2024 |

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 12:00 NN on Friday, August 09, 2024** at PSA PSO Marinduque.

Received by:

Name and Signature: _____

Company: _____

Date: _____


VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.





PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office MIMAROPA
REQUEST FOR QUOTATION
Page 2



BID FORM

| Item/s and Specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) | |
|---|--------|------|------------|---------------------------------|--|-----|
| | | | | | YES | NO |
| Office Supplies for 3 months | | | | | | |
| Ballpen, black, 0.5 mm | box | 30 | | | () | () |
| Battery, AA, | box | 6 | | | () | () |
| Battery, 9V, | box | 6 | | | () | () |
| Board Paper, 8.3x11 white 220 gsm, 10 sheets per pack | pack | 5 | | | () | () |
| Board Paper, 8.3x11.7 white 220 gsm, 10 sheets per pack | pack | 15 | | | () | () |
| Board Paper, 8.3x13 white 220 gsm, 10 sheets per pack | pack | 10 | | | () | () |
| Brother DCP-T20DW INK TANK (BT 5000 Magenta) | bottle | 11 | | | () | () |
| Brother DCP-T20DW INK TANK (BT 5000 Cyan) | bottle | 11 | | | () | () |
| Brother DCP-T20DW INK TANK (BT 5000 Yellow) | bottle | 11 | | | () | () |
| Brother DCP-T20DW INK TANK (BT D60 Black) | bottle | 15 | | | () | () |
| Carbon Paper 100/pack black, Long | pack | 1 | | | () | () |
| Cartolina, yellow | pcs. | 20 | | | () | () |
| Cartolina, orange | pcs. | 20 | | | () | () |
| Cartolina, green | pcs. | 20 | | | () | () |
| Cartolina, blue | pcs. | 20 | | | () | () |
| Cartolina, red | pcs. | 20 | | | () | () |
| Cartolina, pink | pcs. | 20 | | | () | () |
| Cartolina, peach | pcs. | 20 | | | () | () |
| Cartolina, violet | pcs. | 20 | | | () | () |
| CD RW with case | pcs. | 10 | | | () | () |
| Certificate Jacket A4 | pcs. | 10 | | | () | () |
| Certificate Jacket short | pcs. | 20 | | | () | () |
| Clip, Backfold 0.5 inch | box | 10 | | | () | () |
| Clip, Backfold 1 inch | box | 10 | | | () | () |
| Clip, Backfold 2 inches | box | 10 | | | () | () |
| Clip, Backfold 1.6 inches | box | 7 | | | () | () |
| DTR | pad | 5 | | | () | () |
| Envelope, brown long | pcs. | 200 | | | () | () |
| Envelope, brown short | pcs. | 100 | | | () | () |



| | | | | | | |
|--|--------|-----|--|--|-----|-----|
| Expanded Envelope, green | pcs. | 10 | | | () | () |
| Expanded Envelope, brown | pcs. | 15 | | | () | () |
| Envelope, mailing with window, white | box | 2 | | | () | () |
| Fastener, plastic | box | 4 | | | () | () |
| Folder, white, long | pcs. | 30 | | | () | () |
| Folder, white, short | pcs. | 30 | | | () | () |
| Folder, clear, short | pcs. | 10 | | | () | () |
| Folder, clear, A4 | pcs. | 10 | | | () | () |
| Folder, clear, long | pcs. | 10 | | | () | () |
| Glue 130 gms | pcs. | 10 | | | () | () |
| Hardbound, Expanded Folder Long, blue | pcs. | 30 | | | () | () |
| Hardbound, Expanded Folder Long, orange | pcs. | 250 | | | () | () |
| Hardbound, Expanded Folder Long, red | pcs. | 20 | | | () | () |
| Hardbound , Expanded Folder Long, yellow | pcs. | 20 | | | () | () |
| Hardbound , Expanded Folder Long, green | pcs. | 30 | | | () | () |
| HP GT53, Black | bottle | 3 | | | () | () |
| HP GT52, Cyan | bottle | 3 | | | () | () |
| HP GT52, Magenta | bottle | 3 | | | () | () |
| HP GT52, Yellow | bottle | 3 | | | () | () |
| HP Smart Tank 615 Cartidge (Black) | bottle | 2 | | | () | () |
| HP Smart Tank 615 Cartidge (Colored) | bottle | 2 | | | () | () |
| ID Jacket (155mm x 105 mm) | pcs. | 20 | | | () | () |
| Interfolded Tissue Paper | pcs. | 20 | | | () | () |
| Japanese Cord 4mm/36 yards | yard | 3 | | | () | () |
| Paper Clip, small, vinyl, coated | box | 10 | | | () | () |
| Paper Clip, big, vinyl, coated | box | 10 | | | () | () |
| Paper, Multi-Purpose, short 70 gsm | ream | 20 | | | () | () |
| Paper, Multi-Purpose A4 70 gsm | ream | 80 | | | () | () |
| Paper, Multi-Purpose Long 70 gsm | ream | 46 | | | () | () |
| Pay Envelope | box | 2 | | | () | () |
| Pencil, Monggol #2 | box | 30 | | | () | () |
| Puncher, Heavy Duty | pcs. | 1 | | | () | () |
| Record Book 300 pages small | pcs. | 1 | | | () | () |
| Shoelace, black, round, | pairs | 40 | | | () | () |
| Sign pen Black 0.5 mm | pcs. | 15 | | | () | () |
| Sign pen Blue 0.5 mm | pcs. | 5 | | | () | () |
| Sign pen Red 0.5 mm | pcs. | 6 | | | () | () |
| Sign pen Refill, Black (My Gel) 0.5 mm | pcs. | 15 | | | () | () |
| Stamp Pad, violet | pcs. | 1 | | | () | () |
| Staple Wire #35 , 5000 staples/box | box | 10 | | | () | () |
| Sticker Paper, Matte, A4 | pack | 10 | | | () | () |
| Sticky Note 76 mm x 76 mm | pack | 8 | | | () | () |
| Sticky Note 76 mm x 127 mm | pack | 6 | | | () | () |
| Sticky Note 0.6 x 2 inches | pack | 24 | | | () | () |
| Sticky Note, Arrowtag, plastic, 125 sheets | pack | 10 | | | () | () |
| Tape, double adhesive | pcs. | 5 | | | () | () |



| | | | | | | |
|--------------------------------|------|----|--|--|-----|-----|
| Tape, transparent 24 mm x 50 m | pcs. | 15 | | | () | () |
| Tape, packaging, 48mm x 50 m | pcs. | 5 | | | () | () |
| ** Nothing follows ** | | | | | | |
| TOTAL | | | | | | |

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. _____

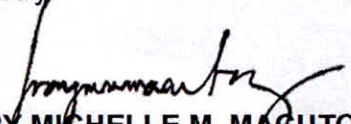
Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


MARY MICHELLE M. MACUTONG
 Canvasser

