



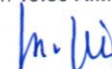
REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Supplies for PhilSys Step 2 & 3 Operation for the Month of June 2023**

<b>Name of Project</b>	<b>Philippine Identification System Step 2 and Step 3 Operation</b>
<b>Solicitation</b>	<b>RSSO RFQ NO.2023-11-03</b>
<b>Reference Number</b>	<b>RSSO PR No. 2023-10-454</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Specification/Table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	<b>Shopping</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>Lot 1: Php 37,440.00, Lot2:Php 6,350.00, Lot 3: Php 21,455.00, Lot 4: Php 6,600.00, Lot 5: Php 9,00.00</b>
<b>Date of Delivery</b>	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 November 8, 2023** 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 **Municipal and business permit, BIR Certificate of Registration, 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>Supplies for PhilSys Step 2 &amp; 3 Operation for the Month of June 2023</b>						
<b>LOT 1:</b>						
PAPER, MULTICOPY, (80gsm, Size: 210 x 297mm), A4	reams	78				
PAPER, MULTICOPY, (215.9 mm x 330.2 mm), Long	reams	78				
<b>LOT 2:</b>						
STAPLER, standard type, Loading Capacity (min.): 200 staple wires, Staple pusher shall be a metal piece and not spring.	piece	22				
STAPLE WIRE, #35, standard type, Five Thousand (5,000) wires per box, Made of Metal Wire coated with any anti-corrosion material, Number of wires per Strip (min.): One Hundred (100)	box	50				
<b>LOT 3:</b>						
TAPE, Transparent, 24mm	roll	21				
TAPE, Electrical, Width: 18mm (min.), Length: 16 meters (min.), Assorted Colors	roll	99				
SCISSOR, Symmetrical/Assymetrical, For office stationery, Overall Length: 160mm(min), Length of Cutting Blade: 70mm(min), Thickness of the cutting blade: 1.70mm(min)	piece	62				
Paper Clip, Vinyl/Plastic Coated, 33mm, 100pcs	box	62				
Paper Clip, Vinyl/Plastic Coated, JUMBO, 50mm, 100pcs	box	62				
FOLDER, with Tab, Size: Long, Color: White, 100 per box	box	6				

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
FASTENER, Plastic, Color: Assorted, 100pcs	box	62				
BALL PEN, Extra fine tip, black	piece	92				
CORRECTION TAPE, Disposable, Dispensing Mechanism: Gear Type, Dispensing System: Single line tape, With mechanism for adjustment/rewinding	piece	60				
<b>LOT 4:</b> MAGAZINE BOX, Horizontal, Legal, Color: Blue	piece	60				
<b>LOT 5:</b> ENVELOPE, Expanding, Kraft, 100 per box	box	6				
<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: \_\_\_\_\_