



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 **Procurement of Common-use-supplies (for statistical, Civil Registration and General Administrative use and for 2024 EA Delineation for the EARF for CBMS and Census of Population operations).**

Name of Project	Procurement of Common-use-supplies
Solicitation	RSSO RFQ NO.2024-05-042
Reference Number	RSSO PR No. 2024-03-037 & 2024-03-038
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Shopping
Approved Budget for the Contract (ABC)	Lot 2:Php 161,700.00
Date of Delivery	15 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 MAY 7, 2024** 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
Procurement of Common-use-supplies						
LOT 2:						
INK CARTRIDGE, HP CN692AA (HP704), Black	cart	4	₱ _____	₱ _____		
INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	4	₱ _____	₱ _____		
TONER CARTRIDGE, HP CB435A, Black	cart	6	₱ _____	₱ _____		
TONER CARTRIDGE, HP CE285A (HP85A), Black, Authentic	cart	38	₱ _____	₱ _____		
TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	6	₱ _____	₱ _____		
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: _____

Email Address: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____