



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 Surigao del Norte



REQUEST FOR QUOTATION FORM

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Common Office Supplies, and Other Supplies for use in the Statistical Operations, Civil Registration, PhilSys Operation and Administrative/Financial/Human Resource Activities**

Name of Project	General Administrative, Statistical, Civil Registration, and Philsys Services
Solicitation	Solicitation No. 2024-12-002
PR Number	SDN PR No. 2024-12-088
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php203,460.00
Date of Delivery	within 10 days upon receipt of PO

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **09:00AM on December 16, 2024** at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH M. BONACHITA
 RBAC Chairperson

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. Terms of Payment shall be made through check payable to the supplier.
6. 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, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above), and/or current Income Tax Return (for 500k and above)**.
7. 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.
8. 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.
9. 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
In Lot: Procurement of Common Office Supplies, and Other Supplies for use in the Statistical Operations, Civil Registration, PhilSys Operation and Administrative/Financial/Human Resource Activities						
Office Supplies						
Sign Pen, Extra fine tip, black	piece	100	₱ _____	₱ _____		
Sign Pen, Extra fine tip, blue	piece	100	₱ _____	₱ _____		
Correction Tape	piece	50	₱ _____	₱ _____		
Clip Paper (vinyl/plastics coated, jumbo, 50mm)	box	50	₱ _____	₱ _____		
Clip, Back fold, 19mm	box	50	₱ _____	₱ _____		
Clip, Back fold, 25mm	box	50	₱ _____	₱ _____		
Clip, Back fold, 50mm	box	50	₱ _____	₱ _____		
Envelope Documentary (Long) - 500pcs in a box	box	1	₱ _____	₱ _____		
Envelope Documentary (A4) - 500pcs in a box	box	1	₱ _____	₱ _____		
Shoelace	roll	50	₱ _____	₱ _____		
Puncher, Paper, Heavy Duty	piece	30	₱ _____	₱ _____		
Glue, All Purpose	jar	25	₱ _____	₱ _____		
Note Pad (3X4)	pad	50	₱ _____	₱ _____		
Bond paper, multicopy, 80gsm, size: 216mm x 330mm (Legal)	ream	150	₱ _____	₱ _____		
Bond paper, multicopy, 80gsm, size: 210mm x 297mm (A4)	ream	150	₱ _____	₱ _____		
Tape, Packaging 48mm	roll	50	₱ _____	₱ _____		
Tape, Transparent 24mm	roll	50	₱ _____	₱ _____		
Tape, Transparent 48mm	roll	50	₱ _____	₱ _____		
Pencil, Lead/Graphite, With Eraser	box	12	₱ _____	₱ _____		
Pencil, Sharpener	piece	2	₱ _____	₱ _____		
Data File Box	piece	150	₱ _____	₱ _____		
Scissor, Symmetrical/Asymmetrical	piece	50	₱ _____	₱ _____		
Staple Wire #35	box	50	₱ _____	₱ _____		
Sub-Total				₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Other Supplies						
Trashbag, XXL Size	bag	30	₱ _____	₱ _____		
Broom (Walls Tambo)	piece	8	₱ _____	₱ _____		
Dust Pan	piece	5	₱ _____	₱ _____		
Alcohol, Ethyl, 68%-70%, 500ml	bottle	100	₱ _____	₱ _____		
Hand Soap, Liquid, 500ml	bottle	30	₱ _____	₱ _____		
Detergent Powder, All Purpose	pouch	100	₱ _____	₱ _____		
Cleaner, Toilet and Urinal	bottle	30	₱ _____	₱ _____		
Sub-Total				₱ _____		
MOP: Shopping						
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: _____