



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGIONAL STATISTICAL SERVICES OFFICE – DAVAO REGION

## REQUEST FOR QUOTATION

RFQ No. SOCD-2020-10-07

Reference: PR No. SOCD-2020-10-08

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone / Fax No. : \_\_\_\_\_  
Business Permit Number : \_\_\_\_\_  
TIN Number : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The Philippine Statistics Authority XI Regional Office, through its Regional Office Bids and Awards Committee (ROBAC) is currently in the process of procuring good/s for official purpose/s indicated in the succeeding page.

The office invites you in this procurement, and requests that you quote your best offer for goods described therein, subject to the Terms and Conditions provided at the dorsal portion of this form.

Description: **Supplies for the 2020 Census of Population and Housing (CPH) manual processing**

Have your sealed quotation sent to the office through the address below on or before **27 October 2020 at 10:00 am**. Opening of bids shall be done at 10:30 am the same day.

THE TECHNICAL WORKING GROUP (TWG)  
Philippine Statistics Authority XI - Regional Office  
2/F Ango Bldg., J.P. Cabaguio Ave., Davao City  
Phone/Fax No. (082) 224 - 1140  
E-Mail Address: psaregion11@yahoo.com.ph

You shall be informed soon once the ROBAC finds that you pass and have the lowest price quotation/s among participating suppliers/bidders/service providers.

Thank you very much for your cooperation.

  
**MARINA P. ARANETA**  
TWG Chairperson



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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

No.	GOODS FOR PRICE QUOTATION			Approved Budget Cost (ABC)	Offered Price			Compliance to technical specifications	
	Specification/s	Unit	Qty		Unit Price	Tax	Total Price (F + G)	(Please Check)	
				Yes				No	
A	B	C	D	E	F	G	H	I	J
	<b>Supplies for the 2020 Census of Population and Housing (CPH) manual processing</b>								
	Ballpen, black, branded	pc	1615	24,225.00					
	Ballpen, blue, branded	pc	490	7,350.00					
	Ballpen, red, branded	pc	60	900.00					
	Ballpen, violet, branded	pc	250	3,750.00					
	Pencil (Lead #2)	pc	490	4,900.00					
	Eraser (White, dust-free eraser, branded)	pc	245	3,675					
	White Glue (200 gms)	pc	100	6,000.00					
	Brown Folder, Long	pc	500	4,000.00					
	Notebook (at least 40 leaves)	pc	410	8,200.00					
	Book paper, Extra Long (8.5x14), gsm80	ream	300	123,000.00					
	Book paper, Long (8.5x13), gsm80	ream	500	195,000.00					
	Book paper, Letter (Short), gsm80	ream	400	120,000.00					
	Book paper, A4, gsm80	ream	500	165,000.00					
	PVC binding cover, clear	pack	10	5,000.00					
	Note: to be delivered on <b>30 October 2020</b> in RSSO XI, Cabaguio Ave., Davao City								
	<b>Please accomplish attached Form "Annex A"</b>								



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**TERMS AND CONDITIONS:**

1. *Winning supplier/service provider not registered at the Philippine Government Electronic Procurement System (PhilGEPS) will be assisted by the ROBAC for first registration. However, if they decline to be registered, they will sign a waiver and will be awarded to the next lowest quotation.*
2. *All entries must be type written/printed legibly in this form. Failure to use this Request for Quotation form will result to disqualification of the proposed quotation;*
3. *Late submission of quotation shall not be accepted;*
4. *Price quotation exceeding the ABC shall be disqualified;*
5. *Total price quotation/s to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable;*
6. *Only the supplier/service provider with lowest price quotation shall be informed immediately at most two (2) days after the deadline, and may be asked to submit additional requirements within three days after the date of opening of the price quotations;*
7. *Notice of Award/Purchase Order shall be granted to supplier /service provider with lowest price quotation that complies with the specifications and other terms and conditions stated herein;*
8. *PSA agrees to pay 100% of the contract price/quoted price upon receipt of the Statement of Accounts from the supplier/service provider;*
9. *Terms of Payment shall be made through Advice of Debit Account (ADA), payable to the supplier/service provider;*
10. *All goods procured, delivered and received, and found defective and not compliant with the description provided in this form later shall be replaced within seven (7) days and one (1) month for supplies and equipment, respectively.*
11. *The PSA reserves the right to reject and declares this procurement a failure, and makes no assurance that purchase order shall be granted into and be freed from litigation, subject to the conditions, to wit: (1) Insufficient funds; (2) Availability of good with the same description at Procurement Service of the Department of Budget and Management; (3) Unavailability of immediate needed after sale service/s due to distance of service provider/s; (4) Change/cancellation of date of office activity; i.e., Forum, meeting, workshop.*

**NOTE: VAT REGISTERED SUBJECT TO WITHHOLDING TAX**  
Supplies - amount/1.12 x 1 & 5 (including VAT)  
Services - amount/1.12 x 2 & 5 (including VAT)

\_\_\_\_\_  
Name and Signature of  
Owner / Representative

**SAMUEL B. ATANOZA, JR.**  
\_\_\_\_\_  
Name and Signature of  
Canvasser





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**“Annex A”**

Name of Supplier: _____				
<b>Land Bank Account</b>				
Branch	Account Name	Account No.	Check/Savings	
<b>Other Bank Accounts</b>				
Bank	Branch	Account Name	Account No.	Check/Savings

For Non-Land Bank Account Holder, please accomplish form below:

This is to acknowledge that we do not have an existing Land Bank Account. This is to authorize Philippine Statistics Authority RSSO XI to credit any payment due to us through LDDAP-ADA to our bank account and to authorize Land Bank of the Philippines CM Recto Branch to deduct corresponding bank/finance charges relative to our E-MDS transaction.				
Confirmed by: _____				
<i>(Printed Name and Signature)</i>				
Position: _____				
Date: _____				

Accomplished by:

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