



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Various HP Toners for Replenishment of Stocks** which shall be undertaken in accordance with **Section 52.1(b) (Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 993,990.00** *Nine Hundred Ninety Three Thousand Nine Hundred Ninety Pesos*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** MARCH 07, 2024 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto:bacsecretariat.psa@gmail.com)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva Eloisa P. Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**

Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>3/07/24</u> at <u>11:00am</u>	together with the quotation



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[www.psa.gov.ph](http://www.psa.gov.ph)

## REQUEST FOR QUOTATION

PR No. 24-02-0161

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

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Various HP Toners for Replenishment of Stocks</b>						
HP GT53, Black	bottle	26				
Toner Ink Cartridge, HP Smart Tank 615 Cyan - GT52	bottle	24				
Toner Ink Cartridge, HP Smart Tank 615 Magenta - GT52	bottle	24				
Toner Ink Cartridge, HP Smart Tank 615 Yellow - GT52	bottle	24				
HP Ink GT53/52 Bundle (Black/Cyan/Magenta/Yellow) 90 ml	bundle	1				
Toner Cartridge, HP CE505A, Black	cart	8				
Toner Cartridge, HP CE310A, Black	cart	3				
HP CE314A, Imaging Drum	cart	1				
Toner Cartridge, HP CE311A, Cyan	cart	3				
Toner Cartridge, HP CE312A, Yellow	cart	3				
Toner Cartridge, HP CE320A, Black	cart	1				
Toner Cartridge, HP CE321A, Cyan	cart	1				
Toner Cartridge, HP CE322A, Yellow	cart	1				
Toner Cartridge, HP CE323A, Magenta	cart	1				
Toner Cartridge, HP Q2612A, Black	cart	3				
Toner Cartridge, HP CF350A, Black Laserjet	cart	3				
Toner Cartridge, HP CF350A, Cyan Laserjet	cart	3				
Toner Cartridge, HP CF350A, Yellow Laserjet	cart	3				
Toner Cartridge, HP CF350A, Magenta Laserjet	cart	3				
Toner Cartridge, HP CF217A (HP17A) Black Laserjet	cart	5				
HP 19A, LASERJET Imaging Drum	cart	2				
Ink Cartridge, HP 201A CF403A (Magenta)	cart	4				
Ink Cartridge, HP 201A CF401A (Cyan)	cart	4				
Ink Cartridge, HP 201A CF400A (Black)	cart	4				
Ink Cartridge, HP 201A CF402A (Yellow)	cart	4				
HP Laserjet Print Cartridge 76A CF276A	cart	15				



Toner Cartridge, HP CE410A, (HP305), Black	cart	1				
Toner Cartridge, HP CE411A, (HP305), Cyan	cart	1				
Toner Cartridge, HP CE412A, (HP305), Yellow	cart	1				
Toner Cartridge, HP CE413A, (HP305), Magenta	cart	1				
Toner Cartridge, HP CF226A (HP26A), Black LaserJet	cart	2				
Toner Cartridge, HP 416A Black Original Laserjet	cart	12				
Toner Cartridge, HP 416A Magenta Original Laserjet W2023A	cart	12				
Toner Cartridge, HP 416A Cyan Original Laserjet	cart	12				
Toner Cartridge, HP 416A Yellow Original Laserjet	cart	12				
Toner Cartridge, HP CF232A (HP32A) Imaging Drum	cart	4				
Toner Cartridge, HP CB436A, Black	cart	1				
HP Laserjet PRO M454dw - Black	cart	1				
HP Laserjet PRO M454dw - Cyan	cart	1				
HP Laserjet PRO M454dw - Yellow	cart	1				
HP Laserjet PRO M454dw - Magenta	cart	1				
Toner Cartridge, HP CB435A, Black	cart	3				
Toner Cartridge, HP59A Black Original Laserjet (CF259A)	cart	1				
HP Deskjet Ink Advantage 678 Colored	cart	1				
HP Deskjet Ink Advantage 678 Black	cart	4				
Ink Cartridge, HP 680 (Black)	cart	9				
Ink Cartridge, HP 680 (Tricolor)	cart	7				
Toner Cartridge, HP CE255A, Black	cart	1				
Toner Cartridge, HP CE285A (HP85A), Black	cart	7				
Toner Cartridge, HP CF283AD, 83A	cart	1				
Toner Cartridge, HP CE278A, Black	cart	1				
Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	2				
Toner Cartridge, HP CF287A (HP87), Black	cart	1				
Ink Cartridge, HP C8767WA, (HP96) Tri-color	cart	1				
Ink Cartridge, HP C9363WA, (HP97), Tri-color	cart	1				
Ink, HP Officejet 100 Mobile Printer HP 95 Tri-color Black	cart	1				
Ink, HP Officejet 100 Mobile Printer HP 98 Black	cart	1				
Toner Cartridge, HP 971-C, for HP Officejet PRO X451DW)	cart	6				

Toner Cartridge, HP 971-K-XL, for HP Officejet PRO X451DW)	cart	5				
Toner Cartridge, HP 971-M, for HP Officejet PRO X451DW)	cart	5				
Toner Cartridge, HP 971-Y, for HP Officejet PRO X451DW)	cart	5				
Printer Toner for Laser HP model 2035 (CE505AC)	cart	1				
Printer Toner for Laserjet HP model 1505 (CB436AC Black)	cart	2				
HP Laserjet Print Cartridge CE278AC	cart	1				
HP-Printhead X4E75AA (Black)	cart	2				
<i>This procurement project is to be awarded by lot</i>						
Total amount in words:						

Printed name of the authorized representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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