



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 Office Supplies 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 937,782.00 Nine Hundred Thirty Seven Thousand Seven Hundred Eighty Two Pesos Only

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** Nov. 21, 2024 at 11:00AM through email at bac-secretariat@psa.gov.ph

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


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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.
- 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>11/21/24</u> at <u>11:00AM</u>	Together with the quotation.



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

RECEIVED
GSD Procurement
Name: Joseph
Date: 11/13
Time: 1:50pm

REQUEST FOR QUOTATION
PR No. 24-10-1120

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
	piece	4492				
Ballpen, Black	piece	192				
Ballpen, Blue	piece	20				
Ballpen, Red	piece	1211				
Battery AA (2 pieces per pack)	piece	814				
Battery AAA (2 pieces per pack)	piece	7				
Battery, D (2 pieces per pack)	piece	50				
Certificate Holder, A4	piece	4				
Double Sided Tape 1/2" w/o foam	piece	6				
Double Sided Tape 1" with foam	piece	309				
Double Sided Tape 1" w/o foam	piece	2				
Double Sided Tape 2" with foam	piece	34				
Double Sided Tape 2" w/o foam	piece	6				
Duct Tape 24 mm	piece	5				
Duct Tape 48 mm	piece	35				
ENVELOP, Brown, short	box	263				
FASTENER, plastic	pack	132				
Glue Stick (3pcs/pack) (for glue gun)	jar	120				
Glue, all purpose, 200 grms	pack	5				
Laminating Film, A4 (100s/jack)	bundle	751				
Looseleaf Cover, Legal (52 sets)	piece	78				
MARKER, Permanent, Black	piece	553				
MARKER, Whiteboard, Black	piece	347				
MARKER, Whiteboard, Blue	piece	256				
MARKER, Whiteboard, Red	pad	157				
NOTEPAD, stick-on, 50mm x 76mm (2"x3")	pad	177				
NOTEPAD, stick-on, 76mm x 100mm (3"x4")	pad	408				
NOTEPAD, stick-on, 76mm x 76mm (6"x3")	piece	64				
OHP Marker	pack	138				
Post-It Flag (Sign Here) (Yellow 25x43mm, 50s)	box	7				
Push Pin, hammer type (100s/box)	box	18				
Rubber Band No. 18	piece	208				
SIGN PEN, Black, 0.5	piece	214				
SIGN PEN, Blue, 0.5	piece	7				
TAPE, DUCT, width: 24mm	piece	5				
TAPE, DUCT, width: 48mm	piece	36				
TAPE, Electrical	piece	85				
TAPE, Masking, 48 mm	piece	126				
TAPE, Packaging, 48 mm						
Total amount in words:					Signature: _____	

Printed name of the authorized representative: _____

Position: _____

Name of Company: _____

Email address: _____

Address: _____

Tel. No.: _____

Mobile No.: _____

Fax No.: _____

Date: _____