



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** **DECEMBER 09, 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

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 12/09/24 at 11:00am	Together with the quotation.



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

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