



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 for the 2023 HECS**

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 **465,146.00** *Four Hundred Sixty Five Thousand One Hundred Forty Six 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**

JANUARY 28, 2025 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 E. Esquivias
MINERVA ELOISA P. ESQUIVIAS

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 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.
- The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 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.
- 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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>1/28/25</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

REQUEST FOR QUOTATION
PR No. 25-01-0013

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
Tissue, 12 rolls	packs	60				
Alcohol, ethyl, 68%, scented, 500ml	bottle	100				
Paper, Multicopy, 80gsm size: 210mm x 297mm. A4	box	50				
Paper, Multicopy, 80gsm size: 216mm x 356mm. Legal	box	50				
Battery, dry cell, AA 2 pices per blister pack	packs	100				
Battery, dry cell, AAA 3 pices per blister pack	packs	100				
Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	packs	100				
Correction Tape, 8m	pcs	100				
Tape, Masking, width: 24mm (1mm)	roll	100				
Tape, Masking, width: 48mm (1mm)	roll	100				
Tape, Packaging, width: 48mm (1mm)	roll	100				
Tape, Transparent, width: 24mm (1mm)	roll	100				
Tape, Transparent, width: 48mm (1mm)	roll	100				
Stapler No.35	box	20				
Staple Wire No.35	box	20				
Desktop Calculator	pcs	20				
Heavy Duty Scissor	pcs	20				
Standee, 2 x 6ft Banner	pcs	15				
Notebook	pcs	70				
Tray Office File Holder	pcs	3				
Highlighter, 4pcs/pack, 4 colors	pcs	50				
Plastic envelope, A4	pcs	300				
Plastic envelope, Legal	pcs	300				
Tape Dispenser	pcs	10				
Glue Stick	packs	45				
Ruler	pcs	20				
Tower Extension Cord	pcs	20				
Extension Cord (5 gang 5 meters)	pcs	20				
Sticker Paper, A4, 80gsm, matte	pcs	100				
Assorted Color Paper	pcs	50				
Photo Paper, A4, matte	packs	50				
Post-it Mini flag (Sign Here)	packs	100				
To be awarded by Lot						
Total amount in words:						

Signature: _____

Printed name of the authorized representative: _____ Position: _____

Name of Company: _____ Email address: _____

Address: _____ Mobile No.: _____

Fax No.: _____ Tel. No.: _____

Date: _____