



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION<sup>1</sup>**

The **Philippine Statistics Authority (PSA)**, through its Bids and Awards Committee, intends to procure **Various Office Supplies** which will be undertaken in accordance with **Section 52.1 (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 **One Hundred Eighteen Thousand Twenty Six and 41/100 Pesos (Php118,026.41)**.

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 02 SEP 2021 at 11:00 A.M.** 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**

- 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 Approved Budget for the Contract 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. **to be awarded by lot.**
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing statement, by the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account 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 of one percent (0.001) of the value of the goods not delivered within the prescribed delivery 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.

Document	Deadline	Remarks
Copy of 2021 Mayor's or Business Permit or Valid PhilGEPS Registration (Platinum Membership)	Not later than <b>02 SEP 2021</b> at 11:00 A.M. (together with quotation)	In case not yet available, you may submit your expired Business or Mayor's permit with Official Receipt of renewal application, however, a copy of your 2021 Business and Mayor's Permit shall be required to be submitted <b>after award of contract but before payment.</b>

<sup>1</sup> As of 02 October 2020



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID 9108640991



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

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	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Marker, Fluorescent, 3 assorted colors per set	set	296	₱ _____	₱ _____	( )	( )
Marker, whiteboard, black, felt tip, bullet type	pcs	279	₱ _____	₱ _____	( )	( )
Marker, whiteboard, blue, felt tip, bullet type	pcs	227	₱ _____	₱ _____	( )	( )
Marker, whiteboard, red, felt tip, bullet type	pcs	215	₱ _____	₱ _____	( )	( )
Marker, Permanent, bullet type, black	pcs	777	₱ _____	₱ _____	( )	( )
Marker, Permanent, bullet type, blue	pcs	284	₱ _____	₱ _____	( )	( )
Marker, Permanent, bullet type, red	pcs	358	₱ _____	₱ _____	( )	( )
Paper Clip, vinyl/plastic coat, length: 32mm min	box	614	₱ _____	₱ _____	( )	( )
Paper Clip, vinyl/plastic coat, length: 50mm min	box	267	₱ _____	₱ _____	( )	( )
Stamp pad, felt, bed dimension: 60mm x 100mm min	pcs	61	₱ _____	₱ _____	( )	( )
Cutter blade, for heavy duty cutter	pcs	84	₱ _____	₱ _____	( )	( )
Cutter knife, for general purpose	pcs	76	₱ _____	₱ _____	( )	( )
Dating and Stamping machine, heavy duty	pcs	31	₱ _____	₱ _____	( )	( )
Pencil sharpener, manual, single cutter head	pcs	37	₱ _____	₱ _____	( )	( )
Puncher, paper, heavy duty, with two-hole guide	pcs	53	₱ _____	₱ _____	( )	( )
Scissors, symmetrical, blade length: 65mm min	pair	151	₱ _____	₱ _____	( )	( )
Stapler, Standard type, load cap: 200 staples min	pcs	137	₱ _____	₱ _____	( )	( )
Staple Remover, plier-type	pcs	142	₱ _____	₱ _____	( )	( )
Tape Dispenser, table top, for 24mm width tape	pcs	64	₱ _____	₱ _____	( )	( )

				Total amount in words: _____ _____ _____ _____ _____ _____ _____ _____		
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Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

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

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

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