



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 **Paper Shredder, Digital Microwave, and Computer Chair with adjustable Head rest** which shall 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 **(Php64,000.00)** **Sixty Four Thousand 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** **01 OCT 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 E. 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 item.
- 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 2021 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>01 OCT 2021</u> at 11:00 A.M. (together with the quotation)	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2021



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 Telephone: (632) 8938-5267
 www.psa.gov.ph

REQUEST FOR QUOTATION
PR No. 21-09-1095

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
<p>Paper Shredder Specification: Shreds 6 sheets per pass 4x40mm cross-cut particles, security level P-4 Also shreds staples, credit cards and paper clips Shreds Continuously for 2minutes before a 20 minute cool down period Safety Lock disables shredder and prevents accidental activation for added safety protection 12L bin with easy lift-off head</p> <p>Feed Type: Traditional Auto Start/Stop: Yes - Mechanical Can Shred: Staples, Credit Cards, Paper Clips Colour: Black Cut Size: 4 x 40mm DIN Level: Paper P-4 Maximum Run Time (minutes): 2 Entry Width (mm): 230 Run Time (minutes): Up to 2 Advance Safety: Safety Lock</p>	pc.	1	P_____	P_____	()	()
<p>Digital Microwave Specifications: Weight: 15.9kg Dimensions: 38.4 x 51.7 x 29.7cm Width(cm): 51.7 Height(cm): 29.7 Length(cm): 42.5 Warranty: 1 year on parts and labor, 5 years magnetron part and 10 years ceramic enamel only Oven Control Type: Electronic Wattage: 900 watts Capacity: 30 liters Voltage: 230 volts/60 Hz</p>	pc.	1	P_____	P_____	()	()
<p>Computer chair with adjustable head rest Specifications: Product Dimension: 660x648x1200-1270mm Weight: 25.00kg Handling: Fragile Color: Black</p>	pc.	5	P_____	P_____	()	()
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: _____