



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 (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 **32,865.61** *Thirty Two Thousand Eight Hundred Sixty Five and 61/100 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 29 October 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

- 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 2021 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than 27 OCT 2021 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 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment.



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Telephone: (632) 8938-5267
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REQUEST FOR QUOTATION

PR No. 21-10-1284

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
Note pad, stick on, 50mm x 76 mm (2" x 3") min.	pad	120	P_____	P_____	()	()
Note pad, stick on, 50mm x 76 mm (3" x 4") min.	pad	120	P_____	P_____	()	()
Note pad, stick on, 50mm x 76 mm (3" x 3") min.	pad	104	P_____	P_____	()	()
Record Book, 500 pages, size: 214 mm x 278 mm min.	piece	28	P_____	P_____	()	()
Staple wire, standard (26/6)	box	28	P_____	P_____	()	()
Tape Electrical	roll	4	P_____	P_____	()	()
Clip Backfold, all metal, clamping, 19mm	box	120	P_____	P_____	()	()
Clip Backfold, all metal, clamping, 32mm	box	96	P_____	P_____	()	()
Clip Backfold, all metal, clamping, 50mm	box	102	P_____	P_____	()	()
Correction Tape, 6 m. min.	piece	60	P_____	P_____	()	()
Folder, L-Type, Plastic, Legal, pack of 50s	pack	6	P_____	P_____	()	()
Marker, whiteboard, black, felt tip, bullet type	piece	30	P_____	P_____	()	()
Marker, whiteboard, blue, felt tip, bullet type	piece	30	P_____	P_____	()	()
Marker, whiteboard, red, felt tip, bullet type	piece	15	P_____	P_____	()	()
This procurement project is to be awarded by lot.						
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: _____