



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 HP Toners and Inks which shall be undertaken in accordance with (sec. 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 912,098.28 Nine Hundred Twelve Thousand Ninety Eight and 28/100 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** 03 DEC 2021 at 11:00 AM 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 calculated and responsive bid (LCRB).
- 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>03 DEC 2021</u> at <u>11:00 AM</u> 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 <b>after award of contract but before payment</b> .



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

REQUEST FOR QUOTATION

PR No. 21-10-1325

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
Genuine HP C2PO4AA (HP62) Black	cart	6				
Genuine HP C2PO6AA (HP62) Tri color	cart	4				
Genuine HP CN692AA (HP704) Black	cart	17				
Genuine HP CN693AA (HP704) Tri Color	cart	15				
Genuine HP CB435A Black	cart	35				
Geuine HP CE505A Black	cart	23				
Genuine HP Q2612A black	cart	27				
Genuine HP CE278A black	cart	3				
Genuine HP CF280A black	cart	37				
Genuine HP CF350A black LJ	cart	8				
Genuine HP CF351A Cyan LJ	cart	17				
Genuine HP CF352A Yellow LJ	cart	17				
Genuine HP C8767WA (HP96) Tri Color	cart	1				
Genuine HP 95 Tri color (HP officejet 100 mobile printer)	cart	42				
Genuine HP 98 Black (HP officejet 100 mobile printer)	cart	42				
Genuine HP Q7551Ablack	cart	1				
Genuine HP F6V27AA (HP680) Tri color	cart	24				
Genuine HP F6V27AA (HP680) Black	cart	29				
Genuine HP CE255A Black	cart	3				
Genuine HP CF310A black	cart	1				
Genuine HP CF311A Cyan	cart	1				
Genuine HP CF312A Yellow	cart	1				
Genuine HP CF313A Magenta	cart	1				
Genuine HP CF314A Black	cart	1				
Genuine HP CF217A (HP17A)	cart	29				
Genuine HP CF226A (HP26A)	cart	2				
Genuine HP CB436AC	cart	2				
note: Must have a Certificate of Authorized re-seller or distributor from HP						
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: \_\_\_\_\_