



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 Genuine HP Toners 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 **662,992.13** Six Hundred Sixty Two Thousand Nine Hundred Ninety Two Pesos and 13/100

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** 17 NOV 2021 at 11:00 am through email a 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
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>17 NOV 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 after award of contract but before payment.



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

REQUEST FOR QUOTATION
PR No. 21-10-1326

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 CF287A (HP87) Black	cart	2				
Genuine HP D8J09A, Yellow	cart	3				
Genuine HP D8J08A, Magenta	cart	3				
Genuine HP D8J07A, Cyan	cart	3				
Genuine HP D8J10A, Black	cart	3				
Genuine HP CN045AA (HP950XL), Black	cart	3				
Genuine HP CN046AA (HP951XL), Cyan	cart	2				
Genuine HP CN047AA (HP951XL), Magenta	cart	2				
Genuine HP CN048AA (HP951XL), Yellow	cart	2				
Genuine HP 981A, Yellow	cart	3				
Genuine HP 981A, Cyan	cart	3				
Genuine HP 981A, Magenta	cart	3				
Genuine HP 981A, Black	cart	3				
Genuine HP 126A, Black	cart	3				
Genuine HP 126A, Yellow	cart	3				
Genuine HP 126A, Cyan	cart	3				
Genuine HP 126A, Magenta	cart	3				
Genuine HP 126A, Imaging Drum	cart	3				
Genuine HP CF400A (HP201A) Black	cart	11				
Genuine HP CF401A (HP201A) Cyan	cart	11				
Genuine HP CF402A (HP201A) Yellow	cart	11				
Genuine HP CF403A (HP201A) Magenta	cart	11				
Genuine HP CE320A (HP 128A), Black	cart	2				
Genuine HP CE321A (HP 128A), Cyan	cart	2				
Genuine HP CE322A (HP128A), Yellow	cart	2				
Genuine HP CE323A (HP 128A), Magenta	cart	7				
Genuine HP CF 210A (HP 131A), Black	cart	5				
Genuine HP CF 213A (HP 131A), Magenta	cart	5				
Genuine HP CF 212A (HP 131A), Yellow	cart	5				
Genuine HP CF 211A (HP 131A), Cyan	cart	5				
Genuine HP CF500A, Black	cart	4				
Genuine HP CF501A, Cyan	cart	2				
Genuine HP CF502A, Yellow	cart	2				
Genuine HP CF503A, Magenta	cart	2				
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
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: _____