



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 (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 676,921.13 ⁱⁿ **SIX HUNDRED SEVENTY SIX THOUSAND NINE HUNDRED TWENTY ONE and 13/100 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**

07 DEC 2021 at 11:00am 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 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). This procurement 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 <u>07 DEC 2021</u> at <u>11:00am</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. 21-10-1348

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
Stamp pad ink, purple or violet, 50 ml. min.	bottle	107				
Note pad, stick on, 50mm x 76 mm (2" x 3") min.	pad	912				
Note pad, stick on, 76mm x 100 mm (3" x 4") min.	pad	375				
Note pad, stick on, 76mm x 76 mm (3" x 3") min.	pad	344				
Record Book 300 pages, size 214 mm x 278mm min.	piece	129				
Record Book 500 pages, size 214 mm x 278mm min.	piece	132				
Staple wire for heavy duty staplers (23/13)	box	72				
Staple wire, standard (26/6)	box	754				
Tape, electrical	roll	36				
Tape, masking, 24mm	roll	291				
Tape, masking, 48mm	roll	105				
Tape, packaging, 48mm	roll	248				
Tape, Transparent, 24mm	roll	363				
Tape, Transparent, 48mm	roll	229				
Flash drive, 16 GB capacity	piece	75				
Clip Backfold, all metal, clamping, 19mm	box	356				
Clip Backfold, all metal, clamping, 25mm	box	384				
Clip Backfold, all metal, clamping, 32mm	box	291				
Clip Backfold, all metal, clamping, 50mm	box	303				
Correction Tape, 8m.min.	piece	883				
Fastener, metal	box	557				
File Tab divider, bristol board, A4	pack	235				
Folder, Fancy, legal size docs	pack	14				
Folder, L-Type, Plastic, A4, pack of 50s	pack	340				
Folder, L-Type, Plastic, Legal , pack of 50s	pack	182				
Index Tab, self adhesive, transparent	pack	86				
magazine File box, large, made of chipboard	piece	172				
Marker, whiteboard, black, felt tip, bullet type	piece	89				
Marker, whiteboard, blue, felt tip, bullet type	piece	80				
Marker, whiteboard, red, felt tip, bullet type	piece	73				
Storage box wid Lid, blue	piece	93				
Data Folder, made of chipboard, taglia lock	piece	3635				
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: _____