



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 Common-Use 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 **231,658.60** Two Hundred Thirty One Thousand Six Hundred Fifty Eight and 60/100 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**

05 NOV 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 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 <u>05 NOV 2021</u>	Remarks
Copy of the 2021 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>11:00am</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.



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REQUEST FOR QUOTATION
PR No. 21-10-1351

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
Marker, permanent, bullet type, black	piece	770				
Marker, permanent, bullet type, blue	piece	314				
Marker, permanent, bullet type, red	piece	273				
Paper clip, vinyl, plastic coat, 33mm	box	452				
Paper clip, vinyl, plastic coat, 50mm	box	235				
Scissors, symmetrical, 65mm min.	pair	35				
Stapler ,standard type, load cap.: 200 staples min.	piece	123				
Clearbook, 20 transparent pockets, A4	piece	124				
Sign pen, blue, liquid/gel ink, 0.5mm needle tip	piece	658				
Sign pen, red, liquid/gel ink, 0.5mm needle tip	piece	468				
Ballpen, Black	piece	984				
Ballpen, Blue	piece	462				
Corrugated box 24" x 15" x 10" min.	piece	112				
double adhesive tape, 1", no foam	roll	101				
double adhesive tape, 2", no foam	roll	108				
Duct Tape 48mm	roll	6				
Fastener, plastic - 50pcs./box	box	103				
Post-it Arrow Flags (100 flags/11.9mm x 43.2mm)	pack	80				
Post-it Sign here	pack	175				
PUSH PIN, flat head type, assorted colors, 100 pieces	case	43				
Sign Pen, 0.7 Liquid Gel ink, black	piece	255				
Sign Pen, 0.7 Liquid Gel ink, blue	piece	500				
Sign Pen, 0.7 Liquid Gel ink, red	piece	129				
Sticker Paper, A4, 80gsm, matte	pack	30				
Sticker Paper, A4, glossy, 20 sheets/pack	pack	25				
Folder, Expandable Hardbound (blue) - 8.5"x14"	piece	200				
Post-it mini flag (sign here)	pack	161				
Double mounting tape (1 inch) w/ foam	roll	3				
Double mounting tape (2 inch) w/ foam	roll	8				
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: _____