



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 **430,463.90** Four Hundred Thirty Thousand Four Hundred Sixty Three and Ninety Pesos Only

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** 22 MAR 2022 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

M. 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). 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 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>22 MAR 2022</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 2022 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment .



Management System
ISO 9001:2015
www.psa.gov.ph
ID 9106640991



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Telephone: (632) 8938-5267
www.psa.gov.ph

Jeremy
3/14 2:15pm

REQUEST FOR QUOTATION

PR No. 22-03-0259

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
Various Office Supplies						
Marker, permanent, bullet type, black	pcs	476				
Marker, permanent, bullet type, blue	pcs	384				
Marker, permanent, bullet type, red	pcs	277				
Paper clip, vinyl, plastic coat, 33mm	box	563				
Paper clip, vinyl, plastic coat, 50mm	box	558				
Stapler, standard type, load cap. 200 staples min.	pcs	254				
Clearbook, 20 transparent pockets, legal	pcs	306				
Sign pen, black, liquid/gel inl, 0.5mm needle tip	pcs	1934				
Sign pen, blue, liquid/gel inl, 0.5mm needle tip	pcs	1747				
Sign pen, red, liquid/gel inl, 0.5mm needle tip	pcs	993				
Ballpen, black	pcs	2335				
Ballpen, Blue	pcs	1163				
Corrugated box 24"x15"x10 min.	pcs	563				
Double adhesive tape, 1", no foam	roll	123				
Double adhesive tape, 2", no foam	roll	109				
Duct tape 24mm	roll	64				
Duct tape 48mm	roll	88				
Fastener, plastic-50pcs./box	box	63				
Post-it Sign here	pack	483				
Push pin, flat head type, assorted colors, 100 pcs per case/pack	case	36				
Sign pen, 0.7 Liquid gel ink, black	pcs	128				
Sign pen, 0.7 Liquid gel ink, blue	pcs	35				
Sign pen, 0.7 Liquid gel ink, red	pcs	10				
Stiker paper, A4, 80gsm, matte, 10 sheets per pack	pack	167				
Stiker paper, A4, glossy, 10 sheets/pack	pack	3				
Folder, Expandable Hardbound (blue)-8.5"x14"	pcs	435				
Map pin, 100 pcs. Per case	case	11				
Double sided tape, white, 18mm x 10 m	roll	2				
Double sided tape, white, 24mm x 10m	roll	2				
Acetate Film, clear, A4, pack of 100	box	27				
Photopaper, A4	pack	55				
Total amount in words:						1 lot per

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____