



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 **475,138.13** *Four Hundred Seventy Five Thousand One Hundred Thirty Eight 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** 20 APR 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

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). 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>20 APR 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
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 Telephone: (632) 8938-5267
www.psa.gov.ph

RECEIVED
Jenny
4/17/22

REQUEST FOR QUOTATION

PR No. 22-03-0408

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	pcs	477				
Marker, permanent, bullet type, blue	pcs	398				
Marker, permanent, bullet type, red	pcs	288				
Paper clip, vinyl, plastic coat, 33mm	box	484				
Paper clip, vinyl, plastic coat, 50mm	box	502				
Scissors, symmetrical, 65mm min.	pair	132				
Stapler, standard type, load cap. 200 staples min.	pcs	218				
Clearbook, 20 transparent pockets, A4	pcs	137				
Clearbook, 20 transparent pockets, legal	pcs	168				
Sign pen, black, liquid/gel inl, 0.5mm needle tip	pcs	1439				
Sign pen, blue, liquid/gel inl, 0.5mm needle tip	pcs	1270				
Sign pen, red, liquid/gel inl, 0.5mm needle tip	pcs	777				
Ballpen, black	pcs	2148				
Ballpen, Blue	pcs	1087				
Corrugated box 24"x15"x10 min.	pcs	420				
Double adhesive tape, 1", no foam	roll	118				
Double adhesive tape, 2", no foam	roll	152				
Duct tape 24mm	roll	50				
Duct tape 48mm	roll	45				
Fastener, plastic-50pcs./box	box	134				
Post-it Sign here	pack	698				
Push pin, flat head type, assorted colors, 100 pcs per case/pack	case	45				
Sign pen, 0.7 Liquid gel ink, black	pcs	128				
Sign pen, 0.7 Liquid gel ink, blue	pcs	110				
Sign pen, 0.7 Liquid gel ink, red	pcs	10				
Sticker paper, A4, 80gsm, matte, 10 sheets per pack	pack	226				
Map pin, 100 pcs. Per case	case	3				
Acetate Film, clear, A4, pack of 100	box	9				
Photopaper, A4	pack	78				
Pencil, Lead w/ eraser, wood cased, HB, box of 12	box	316				
Battery, dry cell, AA, 2pcs. Per pack	pack	429				
Battery, dry cell, AAA, 2pcs. Per pack	pack	525				
Folder, pressboard (box of 100 pcs.) long	box	49				
Post-it arrow flags	set	398				
*To be awarded by lot						
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: _____