



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 639,778.39 Six Hundred Thirty Nine Thousand Seven Hundred Seventy Eight and 39/100 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** 12 0 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 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 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>12 0 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.



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RECEIVED
4/7/22
9:30am

REQUEST FOR QUOTATION
PR No. 22-03-0495

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	131				
Note pad, stick on, 50mm x 76 mm (2" x 3") min.	pad	751				
Note pad, stick on, 76mm x 100 mm (3" x 4") min.	pad	756				
Note pad, stick on, 76mm x 76 mm (3" x 3") min.	pad	725				
Notebook, stenographer, spiral, 40 leaves min.	piece	729				
Pad Paper, ruled, 216mm x 330mm	pad	48				
Paper, Parchment, A4	box	166				
Record Book, 300 pages, size:214 mm x 278 mm	piece	190				
Record Book, 500 pages, size:214 mm x 278 mm	piece	176				
Staple wire for heavy duty staplers (23/13)	box	220				
Staple wire, standard (26/6)	box	717				
Tape, electrical	roll	43				
Tape, masking, 24mm	roll	704				
Tape, masking, 48mm	roll	365				
Tape, Packaging, 48mm	roll	469				
Tape, Transparent 24mm	roll	629				
Tape, Transparent 48mm	roll	394				
Flash drive, 16 GB capacity	piece	90				
Clip Backfold, all metal, clamping, 19 mm	box	590				
Clip Backfold, all metal, clamping, 25 mm	box	656				
Clip Backfold, all metal, clamping, 32 mm	box	505				
Clip Backfold, all metal, clamping, 50 mm	box	540				
Correction tape, 6 m. min,	piece	1384				
Fastener, metal	box	251				
File Tab divider, bristol board, A4, set of 5	set	215				
File Tab divider, bristol board, legal, set of 5	set	148				
Folder, Fancy, legal size docs.	pack	85				
Folder, L-Type, Plastic, A4, pack of 50s	pack	185				
Folder, L-Type, Plastic, Legal, pack of 50s	pack	170				
Index tab, self-adhesive, transparent	pack	183				
Marker, whiteboard, black, felt tip, bullet type	piece	170				
Marker, whiteboard, blue, felt tip, bullet type	piece	146				
Marker, whiteboard, red, felt tip, bullet type	piece	142				
Storage box with Lid, (Heavy Duty) (LxWxH - 16"x13 1/2"x12") red, with handle	piece	90				
Marker, Fluorescent (set of 3)	set	409				
Dating and Stamping Machine	box	31				
Wrapping Paper, Kraft, 910 mm width x 40 m length	roll	1				
Wrapping Paper, Kraft, packs of 50 sheets	pack	55				
Envelope, expanding, plastic	pc.	408				
Acetate	roll	9				
PVC Plastic Cover, Gauge 2.6, 48" x 50 m.	roll	2				
Folder, Tagboard, short/letter (pack of 50)	pack	1				
Envelope, documentary, short (pack of 50s)	pack	1				
Cutter/Utility Knife, for general purpose	piece	70				
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: _____