



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 740,028.62 SEVEN HUNDRED FORTY THOUSAND TWENTY EIGHT AND 62/100 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** 25 MAY 2022 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) / [bac-secretariat.psa@gmail.com](mailto:bac-secretariat.psa@gmail.com)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto: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).
- 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 5 MAY 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 <b>after award of contract but before payment</b> .



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID: 9108840991



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
 Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

*Jacemy*  
 5/18/22

REQUEST FOR QUOTATION

PR No. 22-05-0769

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, 50ml. Min	bottle	86				
Note pad, stick on, 50mm x 76mm (2" x 3") min.	pad	907				
Note pad, stick on, 76mm x 100mm (3" x 4") min.	pad	918				
Note pad, stick on, 76mm x 76mm (3"x3") min.	pad	923				
Notebook, stenographer, spiral, 40 leaves min.	pcs	1145				
Pad Paper, ruled, 216mm x 330mm	pad	23				
Record book, 300 pages, size: 214mm x 278mm min.	pcs	208				
Record book, 500 pages, size: 214mm x 278mm min.	pcs	178				
Staple wire for heave duty staplers (23/13)	box	255				
Staple wire, standard (26/6)	box	765				
Stapler, standard type, load cap: 200 staples min.	pcs	104				
Staple remover, plier-type	pcs	160				
Tape, masking, 24mm	roll	832				
Tape, masking, 48mm	roll	423				
Tape Transparent 24mm	roll	147				
Double adhesive tape, 1", no foam	roll	61				
Double adhesive tape, 2", no foam	roll	68				
Double mounting tape, 2", w/ foam	roll	1				
Duct tape 24mm	roll	5				
Duct tape 48mm	roll	16				
Tape dispenser	pcs	38				
Flash drive, 16 gb capacity	pcs	99				
Clip Backfold, all metal, clamping, 19mm	box	597				
Clip Backfold, all metal, clamping, 25mm	box	641				
Clip Backfold, all metal, clamping, 32mm	box	578				
Clip Backfold, all metal, clamping, 50mm	box	600				
Correction tape	pcs	1482				
Fastener, metal	box	309				
Fastener, plastic-50 pcs./box	box	121				
File tab divider, bristol board, A4, set of 5	set	299				
File tab divider, bristol board, legal, set of 5	set	189				
Folder, Fancy, legal size docs. (50/bundle)	pack	102				
Folder, L-Type, Plastic, A4, pack, of 50s	pack	274				
Folder, L-Type, Plastic, Legal, pack of 50s	pack	276				
Folder, Pressboard (box of 100 pcs.) long	pack	35				
Folder, Tagboard, short/letter (pack of 50)	pack	1				
Index Tab, self-adhesive, transparent	pack	184				
Marker, whiteboard, black, felt tip, bullet type	pcs	350				
Marker, whiteboard, blue, felt tip, bullet type	pcs	296				
Marker, whiteboard, red, felt tip, bullet type	pcs	275				
Storage box with lid, (Heavy Duty) (LxWxH-16"x13 1/2"x12") red, with handle	pcs	110				
<i>*To be awarded by lot</i>						

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: \_\_\_\_\_