



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 Equipment 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 69,000.00 Sixty Nine Thousand 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** 22 JUN 2022 at 11:00 AM 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 Eloisa P. 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 line 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	Remarks
Copy of the 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than _____ at _____ 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  
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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
 Telephone: (632) 8938-5267  
 www.psa.gov.ph

**RECEIVED**  
 GSD Procurement

Name: MC  
 Date: 6/16  
 Time: 5:49 pm

REQUEST FOR QUOTATION

PR No. 22-05-0914

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
<b>Magnetic White Board</b>	pcs	6				
<p>Specifications:</p> <ul style="list-style-type: none"> <li>-Double sided with reversible stand, rollers and frame, 4ft. By 5ft.</li> <li>-Perfect rolling whiteboard: free height adjustable design, make this mobile standing whiteboard is suitable for training rooms and offices.</li> <li>-Commercial dry erase board: with large magnetic rolling white board is made of the highest quality materials, which is lightweight and sturdy at the same time. It has strong ABS corners and solid frame construction so that this rolling whiteboard will not shake during use</li> </ul>						
<ul style="list-style-type: none"> <li>-Dual sided and lock feature: with magnetic dry erase board with stand is double sided and reversible design. Press the button to flip the whiteboard, and then you will get double writing space. At the same time, the whiteboard can also be locked firmly when you write</li> <li>-Easy rolling and sturdy: with 4 easy rolling caster wheels, the large mobile dry erase board can be moved easily in any location you need. And each wheel has a locking system for keeping the mobile erase board secured in place when necessary. With sheels that can turn 360 degrees, it is much more simple to transport the whiteboard between rooms, whether on hard floors or carpet</li> </ul>						
<b>Cork Board with black frame, 36x48</b>	pcs	4				
<b>Cool Mist Ultrasonic Humidifier with free essential oil</b>	pcs	10				
<p>Specifications:</p> <ul style="list-style-type: none"> <li>-Coverage area: between 500 to 750 sqm</li> <li>-Moisture Dispersion Type: Cool mist</li> <li>-Removable 1 gallon tank</li> <li>-Permanent Ceramic Filter, you never have to buy new filters</li> <li>-Runs up to 70-hours on one tank -fill it once every 3 days</li> <li>-Built-in Aromatherapy Tray to fill with calming, relaxing fragrance</li> <li>-Silent Operation, LED Dimmer, Adjustable Mist Output, Single Directional Mist Nozzle</li> <li>-Four mist settings: Low, Medium, High, Supreme, Rehydrate skin</li> </ul>						
*This procurement project is to be awarded by line item						
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: \_\_\_\_\_