



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 (b) (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 492,290.00 *Four Hundred Ninety Two Thousand Two Hundred 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**

OCT 23 2023 at 11:00AM through email at bac-secretariat@psa.gov.ph and bacsecretariat.psa@gmail.com.

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
 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is 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 2023 Mayor's/Business Permit and valid PhilGEPS Registration	not later than OCT 23 2023 at 11:00AM	Together with the quotation.



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

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PR No. 23-09-1055

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
Adhesive Glossy Vinyl Stickers, A4, per box, 20 sheets/pad, 90 gsm	piece	20				
Archfile, A4, Black, 7cm x 3 inches, 2-ring	piece	20				
Battery, dry cell, size AA, Two (2) pieces per blister pack	pack	495				
Calculator, Compact width 100mm-130mm LCD Display	piece	18				
Correction Tape, 8 meters Tape type: film based	piece	952				
Data Folder (2 Ring Horizontal) width (min.): 75mm	piece	214				
Envelope, Expanding, Kraft, 100pieces per box smooth surface	box	75				
Eraser, plastic/rubber shape: rectangular	piece	142				
Extension cord, 6 gang with switch, 1.83 meter cord	piece	21				
File Organizer, expanding, plastic, legal, with 12 plastic inside pockets with index tab, for legal size paper/documents with elastic	piece	143				
Laminating Film, A4, 100 pcs. Per pack	pack	27				
Laminating Film, Legal, 100 pcs. Per pack	pack	14				
Magazine File Box, Large Material: chipboard (min.): 3mm thick, leatherette paper for outside	piece	186				
Marker, Whiteboard Black - 337, Blue - 258, Red - 230	piece	845				
Sign-Here, Mini-Flag	packs	296				
Puncher, paper, heavy duty punching capacity: 30 sheets of 70gsm	piece	52				
Record Book, 300 pages white bond, non-blot, machine pre- numbered pages	piece	158				
Record Book, 500 pages white bond, non-blot, machine pre- numbered pages	piece	90				
Tape Masking, 24mm width (±1mm): 24mm	piece	890				
Tape Masking, 48mm width (±1mm): 48mm	piece	285				
Tape Transparent, 24mm width (±1mm): 24mm	piece	562				
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: _____