



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Various Common-Use 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 **Php 626,515.00** *Six Hundred Twenty-Six Thousand Five Hundred Fifteen 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** APR 15 2024 at 11:00 AM through email at bac-secretariat@psa.gov.ph and bacsecretariat.psa@gmail.com

For any clarification, you may email us 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).
- 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 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than APR 15 2024 at 11:00AM	together with the quotation



REQUEST FOR QUOTATION

PR No. 24-03-0282

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
Various Common-Use Office Supplies						
BALLPEN, Black	piece	1483				
BALLPEN, Blue	piece	466				
BALLPEN, Red	piece	200				
BATTERY, dry cell, size AA	pack	627				
BATTERY, dry cell, size AAA	pack	487				
BATTERY, dry cell, size D	pack	8				
BINDING RING/COMB, plastic, 32 mm	piece	31				
BLADE, for general purpose cutter/utility knife	tube	37				
BOX, STORAGE WITH COVER AND HANDLE	piece	5				
DATA FILE BOX	piece	349				
DATER STAMP	piece	24				
DOUBLE ADHESIVE TAPE, 18mm x 3/4 inch	piece	10				
DOUBLE ADHESIVE TAPE (2 inches / 48m)	piece	32				
DOUBLE ADHESIVE TAPE W/ FOAM (24mm x 1 inch)	piece	5				
DOUBLE SIDED TAPE 1/2"	piece	2				
DOUBLE SIDED TAPE 1" no foam	pieces	39				
DOUBLE SIDED TAPE 2" with foam	pieces	2				
DUCT TAPE, 48mm x 8.2m	piece	72				
DUCT TAPE, 20mm x 10m	piece	3				
DUCT TAPE 24mm x 8.2m	piece	40				
ENVELOPE, Expanding, Plastic	box	274				
FASTENER, Plastic	box	88				
FINGER GRIPPER	piece	90				
FOLDER, Transparent, A4	pack	10				
GLUE, all-purpose	jar	91				
GLUE STICK (PASTE)	piece	20				
GLUE STICK	pack	60				
LAMINATING FILM CLEAR 9"x 50m 250 microns	roll	5				
LAMINATING FILM A4 100pcs/pack	pack	5				
LAMINATING FILM rolls 250 mic, 12", 50m	rolls	1				
MAGAZINE FILE BOX, Large	piece	154				
MAGAZINE STORAGE BOX with Cover (paper, linen, cotton), Blue	piece	85				
MARKER, Permanent, Black	piece	632				
MARKER, Permanent, Blue	piece	550				
MARKER, Permanent, Red	piece	371				
MARKER, Whiteboard, Black	piece	476				
MARKER, Whiteboard, Blue	piece	399				
MARKER, Whiteboard, Red	piece	351				
PENCIL, lead/graphite, with eraser	box	98				
PLASTIC COVER (50m), Thickness: 0.20mm #8,width 1.22m	roll	1				
PLASTIC ENVELOPE w/ holder (long)	piece	50				
POST IT MINI-FLAG (SIGN-HERE)	pack	73				
POST-IT FLAG (SIGN HERE Yellow 25 X 43MM) (50s)	pack	98				
PUNCHER, paper, heavy duty, 1 piece in individual box (3-hole)	box	1				
PUSH PIN	pack	17				
PUSH PIN, flat head type, assorted colors, 100 pieces per case	box	7				

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
RECHARGEABLE BATTERIES (AAA), by 4's	packs	5				
RING BINDING COMP Element 1/2", 12mm(Oblong type), black(85 binding sheets), A4	piece	3				
Ring Binding Comp Element 3/4", 19mm(Oblong type), black (150 binding sheets), A4	piece	3				
RING BINDING COMP Element 1", 25mm(Oblong type), black(185 binding sheets), A4	piece	2				
RUBBER BAND No. 18	box	74				
RULER, Metal, 300mm	piece	1				
SIGN PEN, Medium Tip, Black	piece	477				
SIGN PEN, Medium Tip, Blue	piece	438				
SIGN PEN, Medium Tip, Red	piece	101				
STAMP PAD, felt	piece	27				
STAPLE REMOVER, plier-type	piece	293				
STAPLE WIRE, standard	box	534				
STAPLE WIRE. #10	box	15				
STAPLE WIRE, heavy duty (binder type), 23/13	piece	46				
STAPLER, heavy duty (binder)	piece	21				
STAPLER, #10	piece	10				
TAPE, ELECTRICAL	roll	41				
TAPE, MASKING, 24mm	roll	1246				
TAPE, MASKING, 48 mm	roll	322				
TAPE, PACKAGING, 48 mm	roll	446				
TAPE, TRANSPARENT, 48 mm	roll	366				
TISSUE, INTERFOLDED PAPER TOWEL	pack	559				
TWINE, Plastic	roll	132				
<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: _____