



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 (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 **64,723.15** Sixty Four Thousand Seven Hundred Twenty Three Pesos and 15/100 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**

AUG 22 2024 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and  
[bacsecretariat.psa@gmail.com](mailto: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](mailto: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 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 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <b>AUG 22 2024</b> at <b>11:00AM</b>	Together with the quotation.



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

REQUEST FOR QUOTATION  
PR No. 24-08-0828

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

I hereby having carefully read and accepted the Terms and Conditions, I/we submit our quotations for the items 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 Office Supplies						
ALCOHOL, ethyl, 68%-70%, scented, 500ml	bottle	40				
PAPER, MULTICOPY, 80 gsm size: 210mm x 297mm, A4	box	30				
PAPER, MULTICOPY, 80 gsm size: 216mm x 356mm, LEGAL	box	30				
NOTEPAD, stick on, 76mm x 100mm (3" x 4") min	pack	20				
NOTEPAD, stick on, 76mm x 76mm (3" x 3") min	pack	20				
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	pcs	50				
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	pcs	5				
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	50				
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	70				
FOLDER, L-TYPE, PLASTIC, for A4 size documents	box	50				
FOLDER, L-TYPE, PLASTIC, for legal size documents	box	50				
MARKER, whiteboard, black, felt tip, bullet type	pcs	20				
MARKER, PERMANENT, bullet type, blue	pcs	20				
ENVELOPE, Documentary, A4	box	1				
ENVELOPE, Documentary, Legal	box	1				
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pcs	80				
CORRECTION TAPE, 8m	pcs	100				
TAPE, MASKING, width: 24mm (±1mm)	pcs	10				
TAPE, MASKING, width: 48mm (±1mm)	pcs	10				
TAPE, PACKAGING, width: 48mm (±1mm)	pcs	10				
TAPE, TRANSPARENT, width: 24mm (±1mm)	pcs	10				
TAPE, TRANSPARENT, width: 48mm (±1mm)	pcs	10				
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	pack	5				
Colored Paper (Yellow, Red, Blue, Green, Black, Violet, Pink)	pack	15				
POST-IT Mini FLAG (Sign here)	pack	50				
PENCIL, lead, w/ eraser, wood cased, hardness: HB (12 pcs/box)	pack	10				
TWINE, plastic, one (1) kilo per roll	roll	10				
WRAPPING PAPER, kraft (50 sheets/pack)	roll	10				
CLEARBOOK, 20 transparent pockets, for A4 size	pack	5				
Other Requirements:						
- Send Bill Arrangement						
This procurement is to be awarded by 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: \_\_\_\_\_