



**REPUBLIC OF THE PHILIPPINES**  
**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Office Supplies**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Office Supplies</b>
<b>Solicitation</b>	<b>P. R. No. CTCO-18-10-011</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>Office Supplies</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 16,600.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 5:00 pm on December 12, 2018 personally on a sealed quotation at the General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

\_\_\_\_\_  
DAISY S. ADLAWAN

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

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Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimun	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Office Supplies						
Staple Wire Heavy Duty 23/15 24mm	Box	10				
Correction tape	Pcs	16				
Signature tabs by pack	Packs	5				
Battery AA by 2 pcs	Packs	50				
Battery 9V	Pcs	10				
				Total amount in words:_____		
				_____		
				_____		
				_____		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ . Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_