

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 <u>Office Supplies.</u>

Name of Project	Office Supplies
Solicitation	ESSS-18-03-043
Location	Quezon City
Brief Description	
Quantity	
Approved Budget for the	
Contract (ABC)	₱ 78,575.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>April 16, 2018</u>** at the **General Services Division**, 11th **FIr.**, **Cyberpod One Enton Centris**, **Diliman**, **Quezon City**.

BAC Chairperson

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.

BID FORM

					Compliance
Itam/o and analitication/o				Total Amount	with Technical
Item/s and specification/s	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Specifications
(minimum)				(VAI iliciusive)	(please check)
					YES NO
For 2017 ASPBI Materials during					
Workshop/Writeshop/Trainings					
		400	.	.	() ()
Sign Pen	pcs	-130-	₱	₱	() ()
GTEC C4 Point 0.4 color black				_	() ()
Permanent Marker (fine) - SCA 100	pcs	-35-	₱	₱	() ()
Wear resistant					() ()
Prevents the ink dispersing when it's scratched					() ()
Fine tip (1mm/SCA 100), Colors: black and blue					() ()
Gel Pen	pcs	-150-	₱	₱	
Point type 0.5mm	'				
rectractable					
ink is water-resistant, smear-proof, acid-					
free and archival safe					
contoured grip					
model: G-2					
Colors: (black, blue, red)		50	₽	₱	
Mechanical Pencil	pcs	-50-	·		
For writing and drawing					
ISO colour coding					
Non-slip rubber grip zone					
Metal clip, push-button and tip					
Pocket-safe, rectractable lead sleeve					() ()
Cushioned lead for high level of break resistance Refillable					() ()
Point Type: 0.5mm					() ()
Lead Refill	pcs	-18-	₽	₱	() ()
Mechanical pencil lead HB	Pos				() ()
Point Type: 0.5mm					() ()
Journal Notebook	pcs	-45-	₱	₱	
4.33"x 8.25					
110mm x 210mm					
Thread and glue binding					
Sheet style- line					
Spacing- 7mm, 5mm					
Leatherette cover materials		20	₽	₱	
Scissors (Big)	pcs	-30-	• 		
For office					
Heavy duty					
Material: Stainless Steel					
Black Handle					
Length:"26cm					
Lengin: 20cm					

PHILIPPINE STATISTICS AUTHORITY **REQUEST FOR QUOTATION**

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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Comp with Te Specific (please	chnical cations check)
					YES	NO
Rubber Eraser	pcs	-85-	₱	₱	()	()
Minimal crumbling					()	()
Sliding sleeve for convenient handling					()	()
Phthalate and latex free					()	()
Efficient production "Made in Germany"					()	()
No discolouration of the eraser on paper					()	()
Size: 65 x 23 x 13 mm					()	()
Shape: rectangle					()	()
Color: White	nec	-56-	₽	₱	()	()
Plastic Envelope with divider	pcs	-50-			()	()
Perfect for organizing your documents and files					()	()
Made from high quality materials					()	()
Includes 12 pockets for storage					()	()
Size: A4					()	()
Color: Black	pack	-30-	₽	₱	()	()
Rechargeable Battery AAA	pack	-30-			()	()
800 mAh NiMH AAA rechargeable batteries, pre-					()	()
Charged and ready to use					()	()
Delivers long lasting power to frequently used Devices					()	()
Retains its charge in storage for up to 12 months					()	()
4 pcs per pack			_	_	()	()
Rechargeable Battery Charger	pcs	-4-	₱	₱	()	()
With audio and visual alerts					()	()
Charges 2 or 4 AA or AAA NiMH rechargeable					()	()
batteries					()	()
Provides a full charge				Total amount in	()	()
Overcharge protection prevents damage from				words:	()	()
overcharging					()	()
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-					` '	` /
For ESSS use						

Other Requirements:

After having carefully read and ac

After having carefully at prices noted above		erms and Conditions. I/We quote you on the	e item
Printed Name of auth	norized representative/Sign	ature	
Position:			
Name of Company _			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			

PURCHASE REQUEST

Entity Name: Philippine Statistics Authority Fund Cluster: 2017 ASPBI

Office/Section: ESSS		PR No.: \$115-18-03-043		Date: 13 March 2018		
A STATE OF THE STA		Responsibility Center Code:				
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost	
	F	or 2017 ASPBi Materials during Workshop/V	Nriteshop/Tra	inings		
C	pes	Sign Pen	130	50.00	5,500.00	
	- 0	Specifications:				
	6					
	1	Sign Pen GTEC C4				
	/	Point 0.4				
/		Color: black				
					-	
E.	pes	Permanent Marker (fine) -SCA 100	35	80.00	2,800.00	
36						
13	B	Specifications:				
100	M					
		Wear resistant				
10	18	Prevents the ink dispersing when It's				
4	W	scratched				
		Fine tip (1mm/SCA 100)				
		Calors: black, 1866 , and blue				
0.0	pcs	Gel Pen	150	90.00	13,500.00	
0.						
21	1800	Specifications:				
	die de					
		Point type: 0.5mm				
1		retractable				
Con		ink is water-resistant, smear-proof, acid-				
		free and archival safe				
		contoured grip				
		Model: G-2				
		Colors: black, blue and red				
					-	
0	pcs	Mechanical Pencil	50	200.00	10,000.00	
U						
	- 0	Specifications:				
	M					
		For writing and drawing				
	<i>y</i>	ISO colour coding				
	(————	Non-slip rubber grip zone				
		Metal clip, push-button and tip				
/_						
TETYER		Pocket-safe, retractable lead sleeve				
188		Cushioned lead for high level of break				
Priet 3/2/18		resistance Refilable				
4:40		Point Type: 0.5mm				
N. C. St.	STICS AUT	A Sector of Production and Productio				

Budget Division
Recoiled by 3/20/K

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tock/Property No.					
	Unit	Item Description	Quantity	Unit Cost	Total Cost
ſ	pcs	Lead Refill	18	100.00	1,800.00
		Specifications:			
	_	Mechanicl pencil leads HB			
	周	Point Type: 0.5mm			
	#				
	_H				
_					
- 147.9		1			
-4/-2	set	Highlighter Text Marker Pen Set	60	60.00	3,600.00
	361	Linguightes real trialines resides	00	00.00	3,000,00
(Transmission	WHITE THE PARTY NAMED IN	Specifications:			
11 110					
The let I		Colors: assorted			
		Premium fibre-tip pen			
1882		Water-based ink			
1885 THE P.		With highlighter case			
1000E/		5pcs per set			
N	Trabalis e T				
7	pcs	Journal Notebook	45	80.00	3,600.00
		Sanifortion			
		Specifications:			
- 4	800	4.33" x 8.25"			
1000	100	110 mm x 210 mm			
A	11	Thread and glue binding			
1	19/	Sheet style-line			
1/100	1/_	Spacing- 7mm, 5mm			
10	/	Leatherette cover material	1		
	pcs	/ Correction Tape	200	35.00	7,000.00
		96.00.000.000.000			
	0 -	Specifications:	-		
	4	No/-823			
	11-	Environmental protection			
	1/-	High cover effect			
		Color: white	-		
	_	Size: 5mmX10mm; 8m	1		

tock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
-	pcs	Scissors (big)	30	200.00	6,000.00
L.					0,000.00
		Specifications:			
	1				
		For office use			
		Heavy Duty			
	0	Material: Stainless Steel			
	W	Black Handle			
	100	Length: 26cm			
	pcs	Rubber Eraser	85	35.00	2,975.00
					6,00,0100
		Specifications:			
V	1	Minimal crumbling			
	8.5	Sliding sleeve for convenient handling			
		Phthalate and latex free			
		Efficient production "Made in Germany"			
		No discolouration of the eraser on paper			
		Size: 65 x 23 x 13 mm			
		Shape: rectangle			
		Color: white			
F-					
17	pcs	Plastic Envelope with divider	56	150.00	8,400,00
		Specifications:			
		Perfect for organizing your documents and files			
		Made from high quality materials			
		includes 12 pockets for storage			
		Size: A4	-		
		Color: Black			
		E001,000			
(A)			The same of	Manual Property of	
6		4			
- h					
	130	97	1000		
			20 A GOE		
	front riew	nside vlew	h	schiew	

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
0	pack	Rechargeable Battery AAA	30	500.00	15,000.00
	w @_	Specifications:			
		800 mAh NIMH AAA rechargeable batteries, pre-charged and ready to use delivers long-lasting power to frequenty used devices retains its charge in storage for up to 12			
-		months 4prs per pack			
C	pes	Rechargeable Battery Charger	4	2,000.00	8,000.00
	-0	Specifications:			
		With audio and visual alerts Charges 2 or 44A or AAA NIMH rechargeable batteries			
		Provides a full charge Overcharge protection prevents damage from overcharging			
					978.575
		Total:			89,175.00
urpose:	For the official i	use for the 2017 ASPBI			
	Requested by:	(II s	Approved by:	•	
ignature: rinted Name:	FELICIDAD D. I	8. Hilm	griter	Unana	
esignation:	Officer-in-Charg		ERMINA V. TE	PORA cal Specialist), O	Accessed to

Ma. Luz S. Ceres Statistical Specialist I