



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.

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

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **5:00 pm on April 16, 2018** at the **General Services Division, 11<sup>th</sup> Flr., 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





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



PURCHASE REQUEST

Entity Name: Philippine Statistics Authority





Fund Cluster: 2017 ASPBI

Office/Section: <u>ESSS</u>		PR No.: <u>PA11-18-03-073</u>	Date: <u>13 March 2018</u>		
		Responsibility Center Code: _____			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<i>For 2017 ASPBI Materials during Workshop/Writeshop/Trainings</i>					
<u>C</u>	pcs	Sign Pen	130	50.00	6,500.00
		Specifications:			
		Sign Pen GTEC C4			
		Point 0.4			
		Color: black			
<u>C</u>	pcs	Permanent Marker (fine) -SCA 100	35	80.00	2,800.00
		Specifications:			
		Wear resistant			
		Prevents the ink dispersing when it's scratched			
		Fine tip (1mm/SCA 100)			
		Colors: black, <del>red</del> , and blue			
<u>C</u>	pcs	Gel Pen	150	90.00	13,500.00
		Specifications:			
		Point type: 0.5mm			
		retractable			
		ink is water-resistant, smear-proof, acid-free and archival safe			
		contoured grip			
		Model: G-2			
		Colors: black, blue and red			
<u>C</u>	pcs	Mechanical Pencil	50	200.00	10,000.00
		Specifications:			
		For writing and drawing			
		ISO colour coding			
		Non-slip rubber grip zone			
		Metal clip, push-button and tip			
		Pocket-safe, retractable lead sleeve			
		Cushioned lead for high level of break resistance			
		Refillable			
		Point Type: 0.5mm			



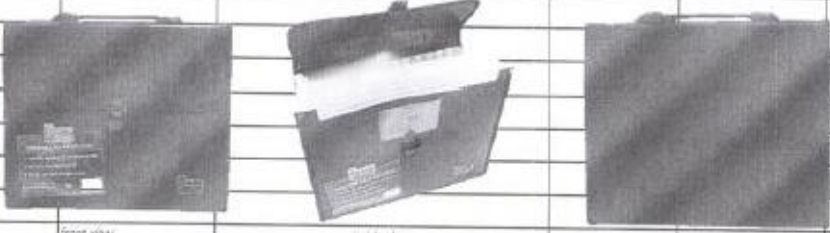
Project: 3/20/18  
4.40

PHIL. STATISTICS AUTHORITY  
Budget Division  
Received by: [Signature]  
Date received: 3/20/18

3101002000050000 Cjn

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Lead Refill	18	100.00	1,800.00
					
		Specifications:			
		Mechanical pencil leads HB			
		Point Type: 0.5mm			
147.9	set	Highlighter Text Marker Pen Set	60	60.00	3,600.00
					
		Specifications:			
		Colors: assorted			
		Premium fibre-tip pen			
		Water-based ink			
		With highlighter case			
		5pcs per set			
	pcs	Journal Notebook	45	80.00	3,600.00
					
		Specifications:			
		4.33" x 8.25"			
		110 mm x 210 mm			
		Thread and glue binding			
		Sheet style- line			
		Spacing- 7mm, 5mm			
		Leatherette cover material			
	pcs	Correction Tape	200	35.00	7,000.00
					
		Specifications:			
		No. J-823			
		Environmental protection			
		High cover effect			
		Color: white			
		Size: 5mmX10mm; 8m			

310150201105110 0/0

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
C	pcs	Scissors (big)	30	200.00	6,000.00
		<i>Specifications:</i>			
		<i>For office use</i>			
		<i>Heavy Duty</i>			
		<i>Material: Stainless Steel</i>			
		<i>Black Handle</i>			
		<i>Length: 26cm</i>			
					
	pcs	Rubber Eraser	85	35.00	2,975.00
		<i>Specifications:</i>			
		<i>Minimal crumbling</i>			
		<i>Sliding sleeve for convenient handling</i>			
		<i>Phthalate and latex free</i>			
		<i>Efficient production "Made in Germany"</i>			
		<i>No discoloration of the eraser on paper</i>			
		<i>Size: 65 x 23 x 13 mm</i>			
		<i>Shape: rectangle</i>			
		<i>Color: white</i>			
					
C	pcs	Plastic Envelope with divider	56	150.00	8,400.00
		<i>Specifications:</i>			
		<i>Perfect for organizing your documents and files</i>			
		<i>Made from high quality materials</i>			
		<i>Includes 12 pockets for storage</i>			
		<i>Size: A4</i>			
		<i>Color: Black</i>			
					
		front view			
		inside view			
		back view			

3010204005000 dgn

