

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 <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 10, 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.

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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO
For 2017 ASPBI Materials during Workshop/Writeshop/Trainings					() () () () () ()
Sign Pen GTEC C4 Point 0.4 color black	pcs	-130-	₽	₽	()
Permanent Marker (fine) – SCA 100 Wear resistant	pcs	-35-	₱	₱	() () () () () () () () () () () () () (
Prevents the ink dispersing when it's scratched Fine tip (1mm/SCA 100), Colors: black and blue Gel Pen Point type 0.5mm rectractable	pcs	-150-	₱	₱	() () () () () () () () () ()
ink is water-resistant, smear-proof, acid- free and archival safe contoured grip model: G-2 Colors: (black, blue, red) Mechanical Pencil 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	pcs	-50-	₽	₽	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$
Point Type: 0.5mm Lead Refill	pcs	-18-	₽	₽	() () ()
Mechanical pencil lead HB 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 Scissors (Big) For office Heavy duty Material: Stainless Steel Black Handle Length:"26cm	pcs	-30-	₽	₽	() () () () () () () () () () () () () () () () () () () () () () () () () () () () () () () ()

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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please 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					
	pcs	-56-	₽	₱	() ()
Plastic Envelope with divider	· ·				()()
Perfect for organizing your documents and files Made from high quality materials					
Includes 12 pockets for storage					
Size: A4					
Color: Black			a	₽	
Rechargeable Battery AAA	pack	-30-	₱	P	
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-	F	Г	
With audio and visual alerts					
Charges 2 or 4 AA or AAA NiMH rechargeable					
batteries				Total amount in	()()
Provides a full charge				words:	()()
Overcharge protection prevents damage from				wordo	()()
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 accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authori	zed representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			

PURCHASE REQUEST

Office/Section: ESSS		PR No .: FAIS - 18-03-043		Date: 13 March	2018
meerscenen. Essa	·	Responsibility Center Code:		Date: _42 March	2010
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	1	For 2017 ASPBI Materials during Workshop/	Nriteshop/Tra	inings	
C	pes	Sign Pen	130	50.00	5,500.00
		s Specifications:			
	4				
	1	Sign Pen GTEC C4			
	/	Point 0.4			
/		Calor: black			
C	pcs	Permanent Marker (fine) -SCA 100	35	80.00	2,800.00
	1				
	//	Specifications:			
		Wear resistant		-	
1	()	Prevents the ink dispersing when It's scratched			
w /		Fine tip (1mm/SCA 100)			
		Colors: black, 10 d, and blue			
	pcs	Gel Pen	150	90.00	13,500.00
01	pes	Gerren	130	50.00	30,200,00
	100	Specifications:			
	Contraction of the second				
		Point type: 0.5mm			
Contract of the second		retractable			
		ink is water-resistant, smear-proof, acid- free and archival safe			
		contoured grip			
		Model: G-2			
		Colors: black, blue and red			
Ċ.	pcs	Mechanical Pencil	50	200.00	10,000.00
~		Specifications:			
	-//-	For writing and drawing			
	11	ISO colour coding			
		Non-slip rubber grip zone			
		Metal clip, push-button and tip			
/		Pocket-safe, retractable lead sleeve			
TO TAKE		Cushianed lead for high level of break			
		resistance			
Briel 321 16		Refilable			
13 4.40		Point Type: 0.5mm			

Budget Division D

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itock/Property	Unit	Item Description	Quantity	Unit Cost	Total Cost
No.	pcs	Lead Refil	18	100.00	
9		10,000,000,000	15	100.00	1,800.00
		Specifications:			
	- dia	specifications.			
		Mechanicl pencil leads HB			
		Point Type: 0.5mm			
	-				
- 147.9		1			
	set	Highlighter Text Marker Pen Set	60	60.00	3,600.00
61 68 B		Specifications:			
The set of		4			
		Colors: assorted			
_		Premium fibre-tip pen			
		Water-based Ink			
		With highlighter case			
		5pcs per set			
6	pcs	Journal Notebook	64	20.00	
U	pus	Dog war Not Spook	45	80.00	3,600.00
		Specifications:			
		Specynolions,			
		4.33" x 8.25"			
and the second s	4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	110 mm x 210 mm			
A	T	Thread and glue binding			
		Sheet style-line			
11	1	Spacing- 7mm, 5mm			
Nº.	1	Leatherette cover material			
~	·				
		/			
	pcs	/ Correction Tape	200	35.00	7,000.00
	- 60-	Specifications:			
	N=-	No. 1-823			
	- //	Environmental protection			
		High caver effect			
	14	Color: white			
		Size: 5mmX10mm; 8m			

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itock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
C	pcs	Scissors (big)	30	200.00	6,000.00
6					
		Specifications:			
1	1				
	1	For office use			
	1	Heavy Duty			
	Q.	Material: Stainless Steel			
		Black Handle			
	0.00	Length: 26cm			
	pcs	Rubber Eraser	85	35.00	2,975.00
				33199	6,27,27,00
		Specifications:			
0	Alle	Minimal crumbling			
	1997 - S	Sliding sleeve for convenient handling			
	- E.S	Phthalate and latex free			
	1.				
		Efficient production "Mode 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			
No.	A LONG TON		man	A REAL PROPERTY OF	
			-		
fre	nt view	nsido view		sch view	
		AND		1995 E.	

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 derivers long-lasting power to frequenty used devices retains its charge in storage for up to 12 manths				
		Apris per pack				
C	pes	Rechargeable Battery Charger	4	2,000.00	8,000.00	
		Specifications:				
		With audio and visual alerts Charges 2 or 4AA or AAA NIMH rechargeable batteries				
		Provides a full charge Overcharge protection prevents domage from overcharging				
		Totals			978.575. 89.175.00	
Purpose:	For the official u	ise for the 2017 ASPBI			03,275,00	
	Requested by:		Approved by:			
Signature:	1	6. Hibra		UDM		
Printed Name:	FELICIDAD D. I		ERMINA V. TEPORA			
Designation:	Officer-in-Charg		(Chief Statistical Specialist), O/C-ESSS			

Prepared by: ______

Ma. Luz S. Ceres Statistical Specialist I

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