

## **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>Toner.</u>

Name of Project	Supply and Delivery of Toner.
Solicitation	PR No. ESSS-18-10-174
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 25,000.00
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>October 15, 2018</u> 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.

## PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION Page 2

## **BID FORM**

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO	
Toner, HP Laserjet HP 30A CF230A x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	pcs	-10-	₽	₽	<pre>( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )</pre>	<pre>( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )</pre>
				Total amount in words: 		

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 author	ized representative/Signa	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			