

## 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

Name of Project	Supply and Delivery of Office Supplies
Solicitation	PR No. ESSS-18-10-210
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 200,000.00
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>November 19, 2018</u> at the <b>General Services Division, 11<sup>th</sup> 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.

## 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	
For encasing the 2019 IOSPBI questionnaires  Plastic encasement – L-Type, A4 size  Dimension 12" x 8.5"	pcs	-20,000-	₱	₱	( ) ( ) ( ) ( ) ( )	( ) ( ) ( ) ( ) ( ) ( )
Target Date of Delivery: 5 December 2018 x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-					( ) ( ) ( ) ( ) ( )	( ) ( ) ( ) ( ) ( )
For ESSS-ISD use				Total amount in words:	( ) ( ) ( )	( ) ( ) ( )

$\overline{}$			_	•					
r١	+r	$\sim$		$\sim$	<b>11 I</b>	ıra	m	$\sim$ r	ıts:
. ,		16:1		\ <del></del> (	111	!! ⊏:		e:	11.5

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	rized representative/Sign	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			