

**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**. Details of the procurement are as follows:

Name of Project	OFFICE SUPPLIES
Solicitation	P. R. No. ESSS-18-10-226
Location	Quezon City
Brief Description	Procurement of OFFICE SUPPLIES.
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱ 16,211.92
Contract Duration	

Please quote your lowest price on the item/s listed below and submit personally your **SEALED QUOTATION** not later than 11:00 am on November 19, 2018 at the General Services Division, 11th Flr., Cyberpod One Eton 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 (pls. check)	
					YES	NO
Common Office Supplies						
Sign pen, Black	pcs	24	_____	_____	_____	_____
Sign pen, Blue	pcs	24	_____	_____	_____	_____
Sign pen, Red	pcs	24	_____	_____	_____	_____
Ordinary Folder, White, A4	pcs	50	_____	_____	_____	_____
Paper Clips, plastic coated, 50mm, 120gms.	bxs	27	_____	_____	_____	_____
Post-it arrow flags, 100 flags/banderitas (11,9mm x 43, 2mm), 3's per	set	27	_____	_____	_____	_____
Correction Tape 10m x 5mm	pcs	27	_____	_____	_____	_____
Scotch Tape 1 inch x 5M	pcs	10	_____	_____	_____	_____
Bond Paper, short, subs. 20/70gsm, ultra white	rms	20	_____	_____	_____	_____
Fax thermal paper 210 x 30	pc	1	_____	_____	_____	_____
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
For ESSS-CSD use						
				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 authorized representative/Signature_____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____