



**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 **common office supplies**. Details of the procurement are as follows:

Name of Project	Common office supplies for replenishment of stocks
Solicitation	P. R. No. FAS-18-05-182
Location	Quezon City
Brief Description	Procurement of common office supplies
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱ 172,900.00
Date of Delivery	15 days upon receipt of approved P.O.

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 1:00 pm on July 14, 2018 thru telefax 374-8262 or 374-8283 or personally at the General Services Division, 11thFlr., Cyberpod One Eton Centris Diliman, Quezon City. Address your quotation to GSD-PSS.

BAC Secretariat

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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Fax no.: 374-82-83/ 374-82-62

Email add.: allenmarantalan@gmail.com

BID FORM

Item(s) and specification(s) Minimun	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Sign Pen, 0.7- Black	Pcs	540	₱ _____	₱ _____	[]	[]
Sign Pen, 0.7-Blue	Pcs	540	₱ _____	₱ _____	[]	[]
Sign Pen, 0.5- Black	Pcs	540	₱ _____	₱ _____	[]	[]
Sign Pen, 0.5- Blue	Pcs	540	₱ _____	₱ _____	[]	[]
Ballpen- Black (retractable-oil gel pen)	Pcs	6,000	₱ _____	₱ _____	[]	[]
Ballpen- Blue (retractable-oil gel pen)	Pcs	4,000	₱ _____	₱ _____	[]	[]
White Board marker- Black	Pcs	600	₱ _____	₱ _____	[]	[]
White Board marker- Blue	Pcs	600	₱ _____	₱ _____	[]	[]
Double Sided adhesive tape- ½ inch w/o foam	Roll	50	₱ _____	₱ _____	[]	[]
Double Sided adhesive tape ½ inch w/ foam	Roll	20	₱ _____	₱ _____	[]	[]
Thermal Paper, 216mm X 30	Roll	100	₱ _____	₱ _____	[]	[]
Acetate (transparency film), A4 size	Pack	50	₱ _____	₱ _____	[]	[]
Note Pad, Stick-on, 2"X3"	Pad	100	₱ _____	₱ _____	[]	[]
Note Pad, Stick-on, 3"X3"	Pad	100	₱ _____	₱ _____	[]	[]
Post-it, Flag (11cm X 5.5cm) paper	Pack	50	₱ _____	₱ _____	[]	[]
xxx for FAS-GSD/PSM use xxx				Total amount in words: _____ _____ _____		

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: _____

