



**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:

<b>Name of Project</b>	<b>Common Office Supplies for Replenishment of Stocks</b>
<b>Solicitation</b>	<b>FAS-19-01-006</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Common Office Supplies for Replenishment of Stocks</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 341,057.36</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on February 11, 2019 personally at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

**DAISY S. ADLAWAN**  
Officer-In-Charge  
General Services Division

**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.

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Common Office Supplies for Replenishment of Stocks</b>						
Alcohol, Ethyl, 68-70%, scented	btls	894	₱ _____			
Eraser (Rubber/plastic)	pcs	200	₱ _____			
Envelope, documentary, Legal	box	20	₱ _____			
Marking pen/Pentel pen, bullet type, black	pcs	400	₱ _____			
Marking pen/Pentel pen, bullet type, blue	pcs	100	₱ _____			
Fastener, metal, Heavy duty, 50 sets/box	box	100	₱ _____			
Thermal paper, 216mm x 30m	roll	6	₱ _____			
Sign pen, 0.5, black, liquid/ gel ink	pcs	500	₱ _____			
Sign pen, 0.5, blue, liquid/ gel ink	pcs	190	₱ _____			
Sign pen, 0.5, red, liquid/ gel ink	pcs	100	₱ _____			
Copy paper, (A4) 210mm x 297mm, 80 gsm	ream	550	₱ _____			
Copy paper, (long), 81/2 x 13, 80 gsm	ream	350	₱ _____			
Book paper, (A4) 210mm x 297mm, 70 gsm	ream	450	₱ _____			
Book paper, (long) 210mm x 297mm, 70 gsm	ream	300	₱ _____			
				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: \_\_\_\_\_