



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	FAS-19-02-008
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 220,751.60
Date of Delivery	

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 March 6, 2019 personally at the **General Services Division, 11th 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
Common Office Supplies:						
Ballpen, Black (retractable-oil gel pen)	pcs	2,675	₱ _____			
Ballpen, Blue (retractable-oil gel pen)	pcs	1,500	₱ _____			
Ballpen, Red (retractable-oil gel pen)	pcs	200	₱ _____			
Battery, AA, 2 pcs./ blister	pcs	180	₱ _____			
Sack, 26"x40"	pcs	1,500	₱ _____			
Sign Pen, 0.7 Black, liquid/gel ink	pcs	500	₱ _____			
Sign Pen, 0.7 Blue, liquid/gel ink	pcs	200	₱ _____			
Sign Pen, 0.7 Red, liquid/gel ink	pcs	100	₱ _____			
Post-it, stick-on (SIGN HERE)	pack	12	₱ _____			
Post-it-Mini flag (SIGN HERE)	pack	38	₱ _____			
Acetate (Transparency Film), A4 size	box	20	₱ _____			
Corrugated Box	pcs	70	₱ _____			
Storage Box	pcs	37	₱ _____			
Mailing envelope, Window w/ PSA logo	box	50	₱ _____			
Folder tagboard, long	pcs	1,000	₱ _____			
				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: _____