



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**.

<b>Name of Project</b>	<b>HRD Training Materials</b>
<b>Solicitation</b>	<b>P. R. No. 17-10-2112</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	Procurement of Goods
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>P 114,000.00</b>
<b>Contract Duration</b>	

Please quote your lowest price on the item/s listed below and submit personally your SEALED QUOTATION not later than 5:00 pm on **December 12, 2017** at the General Services Division, 11<sup>th</sup> Floor, 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.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
HRD Training Materials						
Parchment Paper for Certificate Size : 8.5" x 11" Color: Cream 90 GSM	pc	2500	P_____	P_____	( )	( )
ID Plastic badge with no clip	pc	5000	P_____	P_____	( )	( )
ID Lace	pc	5000	P_____	P_____	( )	( )
Notebook 100 leaves	pc	300	P_____	P_____	( )	( )
XXXXXXXXXXXXXXXXXXXXX For HRD 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: \_\_\_\_\_





**WIDTH: 2.5 cm**

**LENGTH: 41 cm**

**FONT: TRAJAN PRO  
LETTER COLOR: WHITE  
LETTER LINING: YELLOW**

**OUTER LINING OF PSA LOGO  
COLOR: WHITE  
(Apply to all logo)**

**4 cm**

**\*PLEASE SUBMIT SAMPLE LACE FOR  
APPROVAL**

