



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, (**small value**) Goods

Name of Project	Hardbound Data Folder
Solicitation	ONS 18-04-076
Location	Quezon City
Brief Description	Procurement of Goods.
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱520,400.00
Contract Duration	

Please quote your lowest price on the item/s listed below and submit personally your SEALED QUOTATION not later than 5:00 pm on **May 28 2018** at the General Services Division, 11th Floor, Cyberpod One Eton Centris, Diliman, Quezon City.

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.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
HARDBOUND DATA FOLDER						
RED	pc	4000	P_____	P_____		
BLUE	pc	1000	P_____	P_____		
YELLOW	pc	1000	P_____	P_____		
STAPLE WIRE REMOVER	pc	15	P_____	P_____		
SCISSORS	pair	60	P_____	P_____		
EXPANDABLE ENVELOP LONG	pc	50	P_____	P_____		
STAPLER	pc	60	P_____	P_____		
INDEX TABS W/ PRINTABLE INSERTS (1.5 INCH, 25 TABS)	set	20	P_____	P_____		
X-X-X-X-X-X-X-X-X-X-X-XX-X-X For Legal Division use						

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: _____