

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 <u>Personalized</u> Journal Notebook

Name of Project	Personalized Journal Notebook
Solicitation	MAS-18-02-011
Location	Quezon City
Brief Description	
Quantity	
Approved Budget for the	
Contract (ABC)	₱ 100,000.00
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 <u>April 11, 2018</u>** at the **General Services Division**, 11th **FIr.**, **Cyberpod One Enton Centris**, **Diliman**, **Quezon City**.

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	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.

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BID FORM

Item/s and specification/s (minimum)		Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO	
Personalized Journal Notebook with Pen	pcs	-250-	₱	₱	()	()
Specifications:					()	()
Size: 5.8" x 8.3" Binding: thread and glue Cover: 4/0 full color cover with personalized Design Cover Material: Leatherette Cover Type: hard cover Features: with garterized cord, ribbon as book mark, elastic pen loop and with business card slot Number of sheets: 150 sheets (with PSA notes) Paper weight: 100 gsm Paper stock: econo text (Soft cream) Sheet Style: with lines and PSa design Design: to be provided Delivery date: on or before 30 April 2018 X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				Total amount in words:	() () () () () () () ()	
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After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of author	ized representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No.	Tel No.:	Cellphone No	
Date:			

5.8" -PSA 8.3"

Journal Specs:
Cover Material: Leatherette
Cover type: Hard cover
Color: Black
PSA Front Text: Carved, Font: Trajan Pro, 18
Back Text: Arial, 6

Pen Specs: Ink Color: Black Point size: 0.5mm Font on body: Trajan Pro, 5 Color of text: Gold