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**. Details of the procurement are as follows:

Name of Project	OFFICE SUPPLIES			
Solicitation	P. R. No. MAS-18-10-153			
Location	Quezon City			
Brief Description	Procurement of OFFICE SUPPLIES.			
Quantity	See attached bid form.			
Approved Budget for the				
Contract (ABC)	₱ 9,235.00			
Contract Duration				

Please quote your lowest price on the item/s listed below and submit personally your **SEALED QUOTATION** not later than 11:00 am on November 19, 2018 at the General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City.

BAC Chair	person

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

P.R. NO: MAS-18-10-153

Item(s) and specification(s) (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	with Te	oliance echnical ications check) NO
CLIP, back fold, 25mm, 12 pieces per box CLIP, back fold, 32mm, 12 pieces per box ACETATE, A4 (210 x 297mm) (thickness:0.1mm) CORRECTION TAPE, 6 meters(min), 1 piece in individual Note pad, stick on, (2"x 3"), 100 sheets per pad Note pad, stick on, (3' x 3"), 100 sheets per pad Note pad, stick-on, (3" x 4"), 100 sheets per pad POST-IT ("sign here") x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	box box pcs pad pad pad pad	5 5 2 28 14 14 14 28		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.

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Printed Name of authorized	representative/Signature_	
Position:		
Name of Company		
Address:		_Email Address:
Fax No	Tel No.:	Cellphone No
Date:		