



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

Name of Project	Supply and Delivery of Office Supplies
Solicitation	PR No. MAS-18-10-162
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the Contract (ABC)	₱ 11,045.00
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 November 19, 2018** at the **General Services Division, 11th Flr., Cyberpod One Enton 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
Battery, size AA, alkaline, 2 pieces per blister pack	pack	-7-	₱ _____	₱ _____	()	()
Envelope, Documentary, for A4 size document, 500 Pieces per box	box	-1-	₱ _____	₱ _____	()	()
Envelope, Documentary, for Legal size document, 500 pieces per box	box	-1-	₱ _____	₱ _____	()	()
Folder, Tag board, A4, 100 pieces per pack	pack	-1-	₱ _____	₱ _____	()	()
Folder, Tag board, Legal size, 100 pieces per pack	pack	-1-	₱ _____	₱ _____	()	()
Note Pad, stick-on, (2"x3"), 100 sheets per pad	pad	-7-	₱ _____	₱ _____	()	()
Note Pad, stick-on, (3"x 3"), 100 sheets per pad	pad	-7-	₱ _____	₱ _____	()	()
Note Pad, stick-on, (3"x 4"), 100 sheets per pad	pad	-7-	₱ _____	₱ _____	()	()
Sign Here, Post-it Tape Flag #680-9 1x1,71	pcs	-14-	₱ _____	₱ _____	()	()
Sign Pen, Black	pcs	-14-	₱ _____	₱ _____	()	()
Sign Pen, Red	pcs	-4-	₱ _____	₱ _____	()	()
Tape, double sided, 18mm, 10 meters	roll	-2-	₱ _____	₱ _____	()	()
Tape, duct, 2" x 15 meters, Grey	roll	-2-	₱ _____	₱ _____	()	()
Tape dispenser, table top	pc	-1-	₱ _____	₱ _____	()	()
Staple Wire, Heavy duty, 23/17	box	-1-	₱ _____	₱ _____	()	()
ID Holder with lace (landscape) Acura	unit	-50-	₱ _____	₱ _____	()	()
Ball pen (Black)	box	-28-	₱ _____	₱ _____	()	()
Ball pen (Red)	box	-10-	₱ _____	₱ _____	()	()
Extension Cord, Omni Universal Tower 16gang Switch	unit	-1-	₱ _____	₱ _____	()	()
Extension cord, Omni 3-gang travel	unit	-1-	₱ _____	₱ _____	()	()
Specialty paper 10 sheets/pack	pack	-10-	₱ _____	₱ _____	()	()
X-X					()	()
For MAS-EAD 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: _____