



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	
Solicitation	SSSS-18-05-092
Location	Quezon City
Brief Description	Procurement of goods
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱6,627.14
Date of Delivery	15 calendar days upon receipt of approved P.O.

Please quote your **lowest price** on the item/s listed on the next page and submit the quotation not later than 5:00 pm on _____ thru **telefax 374-8262 or telefax 374-8281**, or personally at the **General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

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	
					YES	NO
Office Supplies						
CLIP, backfold, 19mm, 12 pieces per box	box	20	₱ _____	₱ _____	()	()
RULER, plastic, 450mm, 1 piece in individual plastic	piece	4	₱ _____	₱ _____	()	()
SCISSORS, (6")	pair	6	₱ _____	₱ _____	()	()
STAPLE REMOVER, plier type	piece	4	₱ _____	₱ _____	()	()
ENVELOPE, Long, Expanding with Handle	piece	60	₱ _____	₱ _____	()	()
X - X - X - X - X - X - X - X - X -For PHDSD use-				Total amount in Words: _____ _____ _____ _____		

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.: _____ Celphone No.: _____

Date: _____