



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 Equipment**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Desktop Printers</b>
<b>Solicitation No.</b>	<b>PR-CRS02-19-10-00024</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of Desktop Printers</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>P 20,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to [gsd.staff@psa.gov.ph](mailto:gsd.staff@psa.gov.ph) not later than **11:00 AM/PM** on **NOV 26 2019**. Kindly address your quotation to the Bids and Awards Committee.

**CANDIDO J. ASTROLOGO, Jr.**  
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 and/or proposal.
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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REQUEST FOR QUOTATION**  
Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT, inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>DESKTOP PRINTER</b>  <b>Specifications:</b> Printer Type: Personal printer-laser-monochrome Power Device: Type-power supply Frequency Required-50/60 Hz Power Consumption Operational-360 watts Form Factor-Internal Technology-Laser Print Speed-Up to 18ppm-B/W-A4(8.25 in x 11.7) Connective Technology-Wired First Print Out Time-8.5 sec. Max H-Document Size-8.5 m. Max V-Document Size-14 in. Connector type- 4 pin USB type B  <i>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</i>	pcs	2	P _____	P _____	( )	( )
				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.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_