



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 and Consumables**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Office Supplies and Consumables</b>
<b>Solicitation No.</b>	PR-ESSS00-19-10-00010
<b>Location</b>	Metro Manila
<b>Brief Description</b>	Procurement of Office Supplies and Consumables for the use of Economic Sector Statistics Service (ESSS)
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 64,177.08</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 **DEC 23 2019**. Kindly address your quotation to the Bids and Awards Committee.

*Minerva Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**  
BAC Vice 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.

**PHILIPPINE STATISTICS AUTHORITY**  
**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
Alcohol, ethyl, 68%-70% scented, 500ml	bottle	50	P_____	P_____	( )	( )
Clip, Backfold, all metal, clamping: 19mm (-1mm)	box	15	P_____	P_____	( )	( )
Clip, Backfold, all metal, clamping: 25mm (-1mm)	box	15	P_____	P_____	( )	( )
Clip, Backfold, all metal, clamping: 32mm (-1mm)	box	15	P_____	P_____	( )	( )
Clip, Backfold, all metal, clamping: 50mm (-1mm)	box	15	P_____	P_____	( )	( )
Data Folder, made of chipboard, taglia lock	pcs	10	P_____	P_____	( )	( )
Eraser, Plastic/Rubber, for pencil draft/writing	pcs	50	P_____	P_____	( )	( )
External Hard Drive, 1TB, 2.5"HDD, USB 3.0	pcs	5	P_____	P_____	( )	( )
Fastener, Metal, 70mm between prongs	box	10	P_____	P_____	( )	( )
Folder, L-Type, Plastic, for A4 size documents	pack	20	P_____	P_____	( )	( )
Folder, Tagboard, for legal size documents	pack	9	P_____	P_____	( )	( )
Glue, all purpose, gross weight: 200 grams min	bottle	20	P_____	P_____	( )	( )
Marker, Permanent, bullet type, black	pcs	10	P_____	P_____	( )	( )
Marker, Permanent, bullet type, blue	pcs	10	P_____	P_____	( )	( )
Paper Clip, vinyl/plastic coat, length: 48mm min	box	12	P_____	P_____	( )	( )
Pencil, lead, w/ eraser, wood cased, hardness: HB	box	10	P_____	P_____	( )	( )
Puncher, paper, heavy duty, with two hole guide	pcs	5	P_____	P_____	( )	( )
Record Book, 300 Pages, size: 214mm x 278mm min	pcs	10	P_____	P_____	( )	( )
Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	pcs	30	P_____	P_____	( )	( )
Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	pcs	30	P_____	P_____	( )	( )
Staple Wire, Standard, (26/6)	box	10	P_____	P_____	( )	( )
Toner Cart, CF353A for HP Laser Jet Pro MFP M176n	pcs	12	P_____	P_____	( )	( )
<p><b>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, and PhilGEPS Registration Number)</b></p>				<p>Total amount in words: _____                  _____                  _____                  _____                  _____</p>		

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: \_\_\_\_\_