




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 **Common-use Supplies**. Details of the procurement are as follows:

Name of Project	Implementation of activities of Economic Sector Statistics Service
Solicitation No.	PR-ESSS00-19-10-00015
Location	Metro Manila
Brief Description	Procurement of common-use supplies for the implementation of activities of Economic Sector Statistics Service
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 330,811.30
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to 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 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.

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 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, 500 ml	bottle	119	₱ _____	₱ _____	()	()
Binder clips, large 2 inc.	box	5	₱ _____	₱ _____	()	()
Clip Backfold, all metal, clamping: 19mm (-1mm)	box	8	₱ _____	₱ _____	()	()
Clip Backfold, all metal, clamping: 25mm (-1mm)	box	18	₱ _____	₱ _____	()	()
Clip Backfold, all metal, clamping: 32mm (-1mm)	box	10	₱ _____	₱ _____	()	()
Correction tape, film based type, UL 6m min	pc	151	₱ _____	₱ _____	()	()
Cutter knife, for general purpose	pc	6	₱ _____	₱ _____	()	()
Eraser, plastic/ rubber, for pencil draft/ writing	pc	50	₱ _____	₱ _____	()	()
Folder, L-type, plastic, for A4 size documents	pack	50	₱ _____	₱ _____	()	()
Glue, all purpose, gross weight: 200 grams min	bottle	6	₱ _____	₱ _____	()	()
Marker, fluorescent, 3 assorted colors per set	pc	49	₱ _____	₱ _____	()	()
Marker, permanent, bullet type, black	pc	45	₱ _____	₱ _____	()	()
Marker, permanent, bullet type, blue	pc	40	₱ _____	₱ _____	()	()
Notebook, stenographer, spiral, 40 leaves	pc	40	₱ _____	₱ _____	()	()
Paper clip, vinyl/ plastic coat, length, 48mm min	box	55	₱ _____	₱ _____	()	()
Paper, multi-purpose (copy), letter size, 70 gsm	ream	40	₱ _____	₱ _____	()	()
Paper, thermal for Panasonic KC-FT 983 fax	roll	5	₱ _____	₱ _____	()	()
Pencil, lead, w/ eraser, wood cased, hardness:HB	box	11	₱ _____	₱ _____	()	()
Puncher, paper, heavy-duty, with two hole guide	pc	3	₱ _____	₱ _____	()	()
Record book, 500 pages	pc	5	₱ _____	₱ _____	()	()
Record book, 300 pages, size:214x278mm min	pc	15	₱ _____	₱ _____	()	()
Sign pen, Black, liquid/ gel ink, 0.5mm needle tip	pc	56	₱ _____	₱ _____	()	()
Sign pen, Blue, liquid/ gel ink, 0.5mm needle tip	pc	20	₱ _____	₱ _____	()	()
Sign pen, Red, liquid/ gel ink, 0.5mm needle tip	pc	20	₱ _____	₱ _____	()	()
Staple remover, plier-type	box	17	₱ _____	₱ _____	()	()
Staple wire, No. 35	box	5	₱ _____	₱ _____	()	()
Tape dispenser, table-top, for 24mm width tape	pc	1	₱ _____	₱ _____	()	()
Epson L360: Black Ink (T6641)	pc	8	₱ _____	₱ _____	()	()
Epson L360: Black Ink (T6642)	pc	6	₱ _____	₱ _____	()	()
Epson L360: Black Ink (T6643)	pc	6	₱ _____	₱ _____	()	()
Epson L360: Black Ink (T6644)	pc	6	₱ _____	₱ _____	()	()
HP Laserjet Pro 400: Black Original Laserjet Toner Cartridge (HP 80A-CF280A)	pc	25	₱ _____	₱ _____	()	()
Toner cart, HP CE310A, Black	pc	7	₱ _____	₱ _____	()	()
Toner cart, HP CE311A, Cyan	pc	1	₱ _____	₱ _____	()	()
Toner cart, HP CE312A, Yellow	pc	1	₱ _____	₱ _____	()	()
Toner cart, HP CE313A, Magenta	pc	1	₱ _____	₱ _____	()	()
Toner cart, HP CE505A, Black	pc	6	₱ _____	₱ _____	()	()
Toner cart, HP CE505AC, Black	pc	18	₱ _____	₱ _____	()	()
Toner cart, HP Q7553A, Black	pc	1	₱ _____	₱ _____	()	()
NOTE: Please Attach Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement, and PhilGEPS Registration Number				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: _____