



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

<b>Name of Project</b>	<b>Replenishment of stocks of common-use supplies and equipment</b>
<b>Solicitation</b>	<b>PR-FAS01-19-09-00048</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of common-use supplies and equipment for replenishment of stocks</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 477,095.00</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 on **OCT 18 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

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>Office supplies and equipment:</b>	LOT	1	₱ _____	₱ _____	( )	( )
Paper 8" x 11", Copy Paper, 80 GSM	Ream	150				
Double Adhesive Tape (1 inch)	Roll	50				
Double Adhesive Tape (2 inch)	Roll	50				
Post it mini-flag (Sign-here)	Pack	38				
Duct Tape 24mmx8.2m	Roll	10				
Duct Tape 48mmx8.2m	Roll	15				
Corrugated Box, 24" x 15" x 10"	Piece	70				
Fastener (Plastic)-50 pcs/box	Box	180				
MAP PIN, round head, 100 pieces per case	Case	4				
PUSH PIN, flat head type, assorted colors, 100 pieces per case	Case	15				
Sign pen, 0.7 Black, Liquid Gel Ink	Piece	500				
Sign pen, 0.7 Blue, Liquid Gel Ink	Piece	200				
Sign pen, 0.7 Red, Liquid Gel Ink	Piece	100				
Ballpen, retractable oil gel pen, black	Piece	3,190				
Ballpen, retractable oil gel pen, blue	Piece	1,035				
Post it Arrow flags (100 flags/11.9mmx43.2mm/3s per set)	Pack	50				
Post It Sign Here	Pack	102				
Acetate Clear short, 100s	Pack	50				
Acetate Clear A4, 100s	Pack	50				
Finger Gripper	Piece	25				
Double sided tape 1" no foam	Roll	20				
Double sided tape 2" no foam	Roll	10				
Double mounting with foam	Roll	15				
Plastic Ring Binder/Plastic Comb Binding Spines (1")	Piece	30				
Ring Binder plastic 25mm	Piece	20				
Ring Binder plastic 50mm	Piece	20				
Plastic Envelope Class A	Piece	100				
Folder Colored long	Pack	100				
Folder Transparent	Piece	100				
Folder 3 ring binder	Piece	75				
Photopaper A4	pack	40				
Sticker Paper A4 80gsm matte	pack	75				
Customized Notebook with PSA Logo	Piece	455				
Paper, Bboard A4 Size	Ream	25				
Paper, Bboard legal Size	Ream	20				
Storage box	Piece	40				
Morocco , short	Pack	50				
Morocco , A4 size	Pack	50				
Morocco , long	Pack	50				
Storage box, with cover and handle both side-blue	Piece	100				
Storage box, with cover and handle both side-red	Piece	100				
Computer Continous Forms, carbonless, 4 ply, 11"x14-7/8", 2000 sheet	Box	15				
Computer Continous Forms, carbonless, 4 ply, 11"x14-9.5", 2000 sheet	Box	15				
				Total amount in words: _____ _____ _____		
<b>NOTE: Please Attach (Mayor's Permit, Tax Clearance, DTI or SEC, PhilGEPS Registration Number and Omnibus Sworn Statement)</b>						

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: \_\_\_\_\_