



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:

Name of Project	Common-use Supplies and Consumables
Solicitation No.	PR-FAS01-20-02-00012
Location	Metro Manila
Brief Description	Procurement of Common-use Supplies for Replenishment of Stocks
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 949,551.44
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 12 5 FEB 2020. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS

BAC Vice Chairperson *a*

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
• BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	371	P _____	P _____	()	()
• ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	679	P _____	P _____	()	()
• CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	131	P _____	P _____	()	()
• CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	227	P _____	P _____	()	()
• CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	239	P _____	P _____	()	()
• CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	207	P _____	P _____	()	()
• CORRECTION TAPE, film base type, UL 6m min	pcs	399	P _____	P _____	()	()
• DATA FOLDER, made of chipboard, taglia lock	pcs	513	P _____	P _____	()	()
• FASTENER, METAL, 70mm between prongs	box	71	P _____	P _____	()	()
• FOLDER, TAGBOARD, for legal size documents	pack	113	P _____	P _____	()	()
• GLUE, all purpose, gross weight: 200 grams min	jar	123	P _____	P _____	()	()
• PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	182	P _____	P _____	()	()
• RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	122	P _____	P _____	()	()
• RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	155	P _____	P _____	()	()
• RUBBER BAND, 70mm min lay flat length (#18)	box	57	P _____	P _____	()	()
• RULER, plastic, 450mm (18"), width: 38mm min	pcs	94	P _____	P _____	()	()
• SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pcs	550	P _____	P _____	()	()
• SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pcs	396	P _____	P _____	()	()
• SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	pcs	250	P _____	P _____	()	()
• STAPLE WIRE, for heavy duty staplers, (23/13)	box	78	P _____	P _____	()	()
• CUTTER KNIFE, for general purpose	pcs	41	P _____	P _____	()	()
• FLASH DRIVE, 16 GB capacity	pcs	252	P _____	P _____	()	()
• Ballpen, black	pcs	2620	P _____	P _____	()	()
• Ballpen, blue	pcs	1443	P _____	P _____	()	()
• Ballpen, red	pcs	1336	P _____	P _____	()	()
• Fastener, plastic	box	108	P _____	P _____	()	()
• Post it, Arrow Flags, 100 flags	set	102	P _____	P _____	()	()
• Post it, Sign Here	set	399	P _____	P _____	()	()
• Acetate Clear, A4, 100s	box	40	P _____	P _____	()	()
• Double Adhesive, 1 inch	pcs	94	P _____	P _____	()	()
• Double Adhesive, 2 inches	pcs	57	P _____	P _____	()	()
• Double Sided Tape, 1 inch, no foam	pcs	32	P _____	P _____	()	()
• Double Sided Tape, 2 inches, no foam	pcs	13	P _____	P _____	()	()
• Duct Tape, 24mm x 8.2m	pcs	25	P _____	P _____	()	()
• Duct Tape, 48mm x 8.2m	pcs	35	P _____	P _____	()	()
• Map pin, Round Head, 100 pcs per box	box	12	P _____	P _____	()	()
• Magnetic Button	pack	10	P _____	P _____	()	()
• Magnetic Sheet	pack	2	P _____	P _____	()	()
• Push pin, flat type head, assorted colors, 100 pieces	box	32	P _____	P _____	()	()
• COLORED FOLDER, BLUE legal	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, GREEN A4	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, GREEN LEGAL	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, ORANGE LEGAL	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, PINK LEGAL	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, RED LEGAL	pcs	600	P _____	P _____	()	()
• COLORED FOLDER, YELLOW LEGAL	pcs	600	P _____	P _____	()	()
• Boxes, Corrugated brown, collapsible	pcs	710	P _____	P _____	()	()
• Certificate holder, A4 Size	pcs	460	P _____	P _____	()	()
• Certificate holder, Letter Size	pcs	100	P _____	P _____	()	()
• Photopaper A4, 8.27" x 11.69" (A4)	pack	96	P _____	P _____	()	()
<p>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</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: _____