



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>Common-Use Supplies and Consumables</b>
<b>Solicitation No.</b>	<b>PR-FAS01-20-06-00041</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of common-use supplies and equipments not available at DBM-PS for replenishment of stocks.</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>P 470,305.00</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   :00   AM/PM on 11.3 JUL 2020. Kindly address your quotation to the Bids and Awards Committee.

  
**MINERVA ELOISA P. ESQUIVIAS**  
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.

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
Paper 8" x 11", Multicopy Paper, 80 GSM	ream	500	₱ _____	₱ _____	( )	( )
Double Adhesive Tape (1 inch)	rls.	66	₱ _____	₱ _____	( )	( )
Double Adhesive Tape (2 inch)	rls.	32	₱ _____	₱ _____	( )	( )
Duct Tape 48mmx8.2m	rl.	1	₱ _____	₱ _____	( )	( )
Corrugated Box, 24" x 15" x 10"	pc	468	₱ _____	₱ _____	( )	( )
Fastener (Plastic) – 50 pcs/box	box	114	₱ _____	₱ _____	( )	( )
MAP PIN, round head, 100 pieces per case	case	13	₱ _____	₱ _____	( )	( )
PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	35	₱ _____	₱ _____	( )	( )
Ballpen, retractable oil gel pen, black	pcs	2,077	₱ _____	₱ _____	( )	( )
Ballpen, retractable oil gel pen, blue	pcs	1,344	₱ _____	₱ _____	( )	( )
Ballpen, retractable oil gel pen, red	pcs	1,274	₱ _____	₱ _____	( )	( )
Post it Arrow flags (100 flags/11.9mmx43.2mm/3s per	pck	66	₱ _____	₱ _____	( )	( )
Post it Sign Here	pck	371	₱ _____	₱ _____	( )	( )
Acetate Clear A4, 100s	pck	20	₱ _____	₱ _____	( )	( )
Finger Gripper	pcs	100	₱ _____	₱ _____	( )	( )
Double sided tape 1" no foam	rls.	54	₱ _____	₱ _____	( )	( )
Double sided tape 2" no foam	rls.	21	₱ _____	₱ _____	( )	( )
Plastic Ring Binder/Plastic Comb Binding Spines (1")	pcs	20	₱ _____	₱ _____	( )	( )
Storage box	pcs	50	₱ _____	₱ _____	( )	( )
Paper 8" x 11", Multi-purpose Paper, 70 GSM	ream	500	₱ _____	₱ _____	( )	( )
Colored Folder, Legal (blue)	pcs	600	₱ _____	₱ _____	( )	( )
Colored Folder, Legal (green)	pcs	600	₱ _____	₱ _____	( )	( )
Colored Folder, Legal (orange)	pcs	600	₱ _____	₱ _____	( )	( )

Colored Folder, Legal (pink)	pcs	600	₱ _____	₱ _____	( )	( )
Colored Folder, Legal (red)	pcs	600	₱ _____	₱ _____	( )	( )
Colored Folder, Legal (yellow)	pcs	600	₱ _____	₱ _____	( )	( )
Colored Folder, A4 (green)	pcs	600	₱ _____	₱ _____	( )	( )
Folder, Long Expandable Hard 8.5" x 14"	pcs	520	₱ _____	₱ _____	( )	( )
Folder, Short Expandable Hard 8.5" x 11"	pcs	110	₱ _____	₱ _____	( )	( )

**NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)**

Total amount in words: \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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: \_\_\_\_\_