



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-FAS01-20-07-00055
Location	Metro Manila
Brief Description	Procurement of Common-use Supplies and Consumables for Replenishment of Stocks
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	P 764,523.10
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 8 JUL 2020. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS
BAC 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
GLUE, all purpose, gross weight: 200 grams min	jar	70	₱_____	₱_____	()	()
STAPLE WIRE, for heavy duty staplers, (23/13)	box	60	₱_____	₱_____	()	()
TAPE, PACKAGING, width: 48mm (±1mm)	roll	340	₱_____	₱_____	()	()
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	280	₱_____	₱_____	()	()
TWINE, plastic, one (1) kilo per roll	roll	140	₱_____	₱_____	()	()
BROOM, soft (tambo)	pcs	100	₱_____	₱_____	()	()
TRASHBAG, plastic, transparent, size: (37 x 40 x .0015)	roll/pack	1,000	₱_____	₱_____	()	()
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	200	₱_____	₱_____	()	()
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	340	₱_____	₱_____	()	()
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	330	₱_____	₱_____	()	()
FASTENER, METAL, 70mm between prongs	box	250	₱_____	₱_____	()	()
FOLDER, TAGBOARD, for legal size documents	pack	500	₱_____	₱_____	()	()
CUTTER KNIFE, for general purpose, big	tube	50	₱_____	₱_____	()	()
PUNCHER, paper, heavy duty, with two hole guide	pcs	30	₱_____	₱_____	()	()
STAPLE REMOVER, PLIER-TYPE	pcs	90	₱_____	₱_____	()	()
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	480	₱_____	₱_____	()	()
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	pcs	200	₱_____	₱_____	()	()
TAPE, MASKING, width: 24mm (±1mm)	roll	250	₱_____	₱_____	()	()
TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	350	₱_____	₱_____	()	()
BROOM, STICK (TING-TING), usable length: 760mm min	pcs	50	₱_____	₱_____	()	()
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	btl	500	₱_____	₱_____	()	()
CLEANER, SCOURING POWDER, 350g min./can	pouch	200	₱_____	₱_____	()	()
DETERGENT POWDER, all purpose, 1kg	kilo	3	₱_____	₱_____	()	()
RAGS, all cotton, 32 pieces per kilogram min	bundle	120	₱_____	₱_____	()	()
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	350	₱_____	₱_____	()	()

CORRECTION TAPE, film base type, UL 6m min	pcs	940	P_____	P_____	()	()
DATA FOLDER, made of chipboard, taglia lock	pcs	840	P_____	P_____	()	()
MARKER, whiteboard, black, felt tip, bullet type	pcs	200	P_____	P_____	()	()
MARKER, whiteboard, blue, felt tip, bullet type	pcs	150	P_____	P_____	()	()
MARKER, PERMANENT, black, felt tip, bullet type	pcs	430	P_____	P_____	()	()
MARKER, PERMANENT, blue, felt tip, bullet type	pcs	290	P_____	P_____	()	()
PAPER CLIP, vinyl/plastic coat, length 32mm min	box	300	P_____	P_____	()	()
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pcs	1,100	P_____	P_____	()	()
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pcs	650	P_____	P_____	()	()
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	pcs	450	P_____	P_____	()	()
Dust Pan	pcs	15	P_____	P_____	()	()
MARKER, PERMANENT, bullet type, red	pcs	190	P_____	P_____	()	()
FILE ORGANIZER, expanding, plastic, 12 pockets	pcs	200	P_____	P_____	()	()
TAPE DISPENSER, TABLE TOP, for 24mm width tape	pcs	24	P_____	P_____	()	()
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: _____