



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

<b>Name of Project</b>	<b>HP Toners and Brother Toner Carts</b>
<b>Solicitation</b>	<b>PR-ITDS02-19-05-00018</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of HP Toners and Brother Toner Carts</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 141,500.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on June 4, 2019 personally at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

  
**EDITHA R. ORCILLA**  
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. Failure to use this form will result to disqualification of your bid.
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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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
<b>HP Design Jet T120</b> Toner – HP 711 38ml Black Designjet Toner – HP 711 29ml Cyan Designjet Toner – HP 711 29ml Magenta Designjet Toner – HP 711 80ml Black Designjet Toner – HP 711 29ml Yellow Designjet Toner – HP 711 Designjet Printhead Replacement Kit	cart	5 5 5 5 5 3	₱ _____ ₱ _____ ₱ _____ ₱ _____ ₱ _____ ₱ _____	₱ _____ ₱ _____ ₱ _____ ₱ _____ ₱ _____ ₱ _____		
Toner – HP Laser Jet Pro M402dn (Black CF 226A)	cart	5	₱ _____	₱ _____		
Toner Cart, HP CB435A, Black	cart	5	₱ _____	₱ _____		
Toner Cart, Brother DCP 70650DN	cart	5	₱ _____	₱ _____		
				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: \_\_\_\_\_