




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	Toner Ink Cartridge
Solicitation No.	PR-ITDS05-20-02-00004
Location	Metro Manila
Brief Description	Procurement of HP OfficeJet Pro X451 dw and Toner Cart HP mfp m227 sdn
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	<b>P 172,000.00</b>
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, 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/PM on 12 0 FEB 2020. Kindly address your quotation to the Bids and Awards Committee.

  
**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.

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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
HP OfficeJet Pro X451 dw						
- 970 Black	pcs	4	₱ _____	₱ _____	( )	( )
- 971 Magenta	pcs	4	₱ _____	₱ _____	( )	( )
- 971 Cyan	pcs	4	₱ _____	₱ _____	( )	( )
- 971 Yellow	pcs	4	₱ _____	₱ _____	( )	( )
 Toner Cart HP mfp m227 sdn						
- CF230A	pcs	6	₱ _____	₱ _____	( )	( )
 <i>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</i>						
				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: \_\_\_\_\_