



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 **Various Stamps, Trodat and Dry Seal**. Details of the procurement are as follows:

Name of Project	Various Stamps, Trodat and Dry Seal
Solicitation No.	PR-ONS03-19-11-00016
Location	Metro Manila
Brief Description	Procurement of Various Stamps, Trodat and Dry Seal
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	P 42,500.00
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 **DEC 16 2019**. 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
Stamps						
1. Confidential	pcs	2	P_____	P_____	()	()
2. Urgent	pcs	2	P_____	P_____	()	()
3. Duplicate	pcs	2	P_____	P_____	()	()
4. Original	pcs	2	P_____	P_____	()	()
5. Certified True Copy	pcs	2	P_____	P_____	()	()
6. Exhibit	pcs	2	P_____	P_____	()	()
7. Annex	pcs	2	P_____	P_____	()	()
8. Atty. Henedine P. Palabras	pcs	1	P_____	P_____	()	()
9. Atty. Dynes	pcs	1	P_____	P_____	()	()
Trodat						
10. Certified True Copy (Princess)	pcs	1	P_____	P_____	()	()
11. Certified True Copy (Noli)	pcs	1	P_____	P_____	()	()
12. Certified True Copy (Jemalyn)	pcs	1	P_____	P_____	()	()
13. Certified True Copy (Atty. Dynes)	pcs	1	P_____	P_____	()	()
14. Atty. Henedine P. Palabras (with position Attorney IV)	pcs	1	P_____	P_____	()	()
Dating and Stamping Machine						
15. Received (with date)	pcs	1	P_____	P_____	()	()
Dry Seal (PSA Logo Legal Service)	pcs	1	P_____	P_____	()	()
NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, 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: _____