



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**. Details of the procurement are as follows:

Name of Project	Implementation of activities of the Office of the Deputy National Statistician- PhiSys Registry Office (ODNS-PRO)
Solicitation	PSYS-19-07-051
Location	Metro Manila
Brief Description	Procurement of Office Supplies
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 15,000.00
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 on **OCT 18 2019**. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ÉLOISA 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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BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Office Supplies:						
Tape Dispenser (heavy duty, tape rolls up to 25mm x 66mm)	pcs	2	₱ _____	₱ _____	()	()
Plastic Ruler (Straight, measuring tool 12inch, clear)	pcs	3	₱ _____	₱ _____	()	()
Correction Tape (roller, 5mm x 6m)	pcs	10	₱ _____	₱ _____	()	()
Data File Folder (with taglia lock)	pcs	10	₱ _____	₱ _____	()	()
A4 Hard Linen Binding Covers	pcs	3	₱ _____	₱ _____	()	()
Long Hard Linen Binding Covers	pcs	3	₱ _____	₱ _____	()	()
Whiteboard, size 3' x 4'	pcs	1	₱ _____	₱ _____	()	()
Corkboard, size 2' x 2'	pcs	2	₱ _____	₱ _____	()	()
Post-it assorted sticky-note (90 notes per pad, 76mm x 76mm) 6 pads per pack	packs	2	₱ _____	₱ _____	()	()
Post-it page markers (1/2 in 1 3/4 in assorted bright colors) /5 pads per pack	packs	3	₱ _____	₱ _____	()	()
NOTE: Please Attach (Mayor's Permit, Tax Clearance, DTI or SEC, PhilGEPS Registration Number and Omnibus Sworn Statement)				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: _____