



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 Re-Post: Office Supplies.

<b>Name of Project</b>	Supply and Delivery of Office Supplies.
<b>Solicitation</b>	PR No. ESSS-18-08-125
<b>Location</b>	Quezon City
<b>Brief Description</b>	Procurement of Good
<b>Quantity</b>	See attached Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱ 36,571.00
<b>Contract Duration</b>	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on September 28, 2018** at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Enton Centris, Diliman, Quezon City**.

\_\_\_\_\_  
BAC 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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**BID FORM**

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Green Apple notebook, 80 sheets	pcs	-27-	₱ _____	₱ _____	( )	( )
Post-it pad (assorted notes) 5's set of 2	set	-27-	₱ _____	₱ _____	( )	( )
Correction Tape 10m x 5mm	pcs	-27-	₱ _____	₱ _____	( )	( )
Double sided tape, 1 inch. x 5M	pcs	-5-	₱ _____	₱ _____	( )	( )
Duct Tape, 24mm x 18.2m	pcs	-5-	₱ _____	₱ _____	( )	( )
Duct Tape, 48mm x 18.2m	pcs	-5-	₱ _____	₱ _____	( )	( )
Bond Paper, A4, subs. 20/70gsm, ultra white	pcs	-20-	₱ _____	₱ _____	( )	( )
Fax thermal paper, 210 x 30	rms	-1-	₱ _____	₱ _____	( )	( )
Post-it Sign Here/banderitas (25, 4mm x 43.2mm) 100 flags	pc	-27-	₱ _____	₱ _____	( )	( )
Document Holder, Plastic C Shape Folder, Long (Assorted Color)	pcs	-50-	₱ _____	₱ _____	( )	( )
Document Holder, Plastic C Shape Folder, A4 (Assorted Color)	pcs	-50-	₱ _____	₱ _____	( )	( )
Document Holder, Plastic C Shape Folder, Short (Assorted Color)	pcs	-50-	₱ _____	₱ _____	( )	( )
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x <b>For MAS-IAD use</b>				Total amount in words: _____ _____ _____	( )	( )

Other Requirements:

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: \_\_\_\_\_

\*Sample of Post-it Flags Sign Here



\*Sample of C Shape Folder

