

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 <u>Re-Post: Office Supplies</u>.

Name of Project	For Replenishment of stocks.				
Solicitation	FAS-18-05-183				
Location	Metro Manila				
Brief Description	Procurement of Goods				
Quantity	See attached Bid Form				
Approved Budget for the					
Contract (ABC)	₱ 900,000.00				
Contract Duration					

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>October 8, 2018</u> at the General Services Division**, 11th FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

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	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.

PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

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BID FORM

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Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Loose leaf folder, Long					()	()
Size: excluding flaps	pcs	-30,000-	₱	₱	()	()
Width: 216mm (minimum)					()	()
Length: 355mm (minimum)					()	()
Materia: Clipboard					()	()
2mm thick (minimum) Cloth as cover for top					()	()
flap (yellow)					()	()
Front and back cover:					()	()
Green Color, Machine Pressed					()	()
with pre-punched holes for fastener					()	()
(70 mm between prongs)					()	()
Capable of filing minimum of 50mm					()	()
thickness of paper, 80gsm					()	()
Packaging: Fifty (50 sets per bundle)					()	()
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-						
				Total amount in		
				words:		
For FAS-PSM use						
For Replenishment od stock						

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 author	ized representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No.	Tel No.:	Cellphone No	
Date:			