

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.

Name of Project	Supply and Delivery of Office Supplies				
Solicitation	PR No. MAS-18-08-111				
Location	Metro Manila				
Brief Description	Procurement of Good				
Quantity	See attached Bid Form				
Approved Budget for the					
Contract (ABC)	₱ 10,360.00				
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>September 19, 2018</u> at the General Services Division**, 11th FIr., 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.

BID FORM

Item/s and specification/s (minimum)		nit Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO	
Battery, size AAA, alkaline, 2 pieces per blister pack	pack	-7-	₱	₱	()	()
Battery, size AA, alkaline, 2 pieces per blister pack	pack	-7-	₱	₱	()	()
Tape, duct, 2" x 15 meters, Grey	rolls	-2-	₱	₱	()	()
Post-It Page Markers, 1-1/2" x 1-3/4", assorted colors, 50s/pack	pack	-5-	₱	₱	()	()
Photo paper	pack	-3-	₱	₱	()	()
Sticker Paper	pack	-3-	₱	₱	()	()
Note Pad, stick-on, (2"x3"),100 sheets per pad	pad	-7-	₱	₱	()	()
Note Pad, stick-on, (3"x3"),100 sheets per pad	pad	-7-	₱	₱	()	()
Note Pad, stick-on, (3"x4"),100 sheets per pad	pad	-7-	₱	₱	()	()
Tape, double sided, 18mm, 10 meters	roll	-2-	₱	₱	()	()
Acetate, A4 (210 x 297mm), 100 sheets	box	-2-	₱	₱	()	()
Extension cord, Omni Universal Tower 16 Gang with	unit	-1-	₱	₱	()	()
Extension cord, Omni 3-gang Travel	unit	-1-	₱	₱	()	()
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-					()	()
For MAS-EAD use				Total amount in words:		

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After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorize	ed representative/Sigr	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No.	Tel No.:	Cellphone No	
Date:			