

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	Supply and Delivery of Office Supplies.
Solicitation	PR No. MAS-18-09-122
Location	Quezon City
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 9,400.00
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.

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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	
Battery AA	pack	-2-	₱	₱	()	()
Correction Tape	pcs	-15-	₱	₱	()	()
Stapler	pcs	-2-	₱	₱	()	()
L-Type Plastic Envelope (Long)	pack	-6-	₱	₱	()	()
Hard Plastic Folder	pcs	-5-	₱	₱	()	()
Note Pad, 2 x 3	pad	-15-	₱	₱	()	()
Note Pad, 3 x 3	pad	-10-	₱	₱	()	()
Note Pad, 3 x 5	pad	-10-	₱	₱	()	()
Note Pad, 3 x 4	pad	-5-	₱	₱	()	()
Page Markers Assorted, ½ x 1.75 x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	pad	-10-	₱	₱	()	() () () ()
For MAS-OANS use				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 author	rized representative/Sigr	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			