

### 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:</u> Personalized Journal Notebook.

Name of Project	Supply and Delivery of Personalized Journal Notebook
Solicitation	PR No. MAS-18-10-160
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 209,000.00
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>November 14, 2018</u> at the <b>General Services Division**, 11<sup>th</sup> 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.

# PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

Page 2

#### **BID FORM**

Item/s and specification/s (minimum)						Comp	liance
Cover 14/0 full color cover with personalized design Cover Material: Leatherette Cover Type: hard cover Grant Subtractions with garterized cord, ribbon as book mark, elastic pen loop and with business card slot Number of sheet: 100 sheets (with PSA notes) Paper weight: 100 gsm Paper stock: econo text (Soft cream) Sheet Style: with lines and PSA design Front Page Design: GRDP Infographics Design: to be provided   Cover Black Point size: 0.5mm Body: Black   Cover 12 November 2018   Cover 12	-		Qty.	Unit Price			
Personalized Journal Notebook with Pen   Personalized Journal Notebook with Pen   Personalized Journal Notebook   Personaliz							
Personalized Journal Notebook with Pen   pcs   -380-   P							
P						YES	NO
Specifications:   Journal Notebook   Cover 5.8" x 8.3"   Cover 5.8" x 8.3"   Cover 4.0 full color cover with personalized design   Cover 4.0 full color cover with personalized design   Cover Material: Leatherette   Cover Type: hard cover   Cover Material: Leatherette   Cover Type: hard cover   Cover Material: Leatherette   Cover Type: hard cover   Cover Material: Leatherette   Cover Material: Lea	Personalized Journal Notebook with Pen					( )	( )
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Cover: 4/0 full color cover with personalized design Cover Material: Leatherette Cover Type: hard cover Features: with garterized cord, ribbon as book	<b>Size:</b> 5.8" x 8.3"					( )	( )
Cover Material: Leatherette Cover Type: hard cover  Features: with garterized cord, ribbon as book mark, elastic pen loop and with business card slot  Number of sheet: 100 sheets (with PSA notes)  Paper weight: 100 gsm  Paper stock: econo text (Soft cream)  Sheet Style: with lines and PSA design  Front Page Design: GRDP Infographics  Design: to be provided  Pen: Ink color: Black Point size: 0.5mm Body: Black  Delivery date: on or before 12 November 2018  x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	Binding: thread and glue					( )	( )
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Features: with garterized cord, ribbon as book mark, elastic pen loop and with business card slot  Number of sheet: 100 sheets (with PSA notes)  Paper weight: 100 gsm  Paper stock: econo text (Soft cream)  Sheet Style: with lines and PSA design  Front Page Design: GRDP Infographics  Design: to be provided  Pen: Ink color: Black Point size: 0.5mm  Body: Black  Total amount in words:  Delivery date: on or before 12 November 2018  X-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	Cover Material: Leatherette					( )	( )
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Design: to be provided    Color	Sheet Style: with lines and PSA design					( )	( )
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Body: Black  Delivery date: on or before 12 November 2018  x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x	Ink color: Black					( )	( )
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For MAS-PAD use	•					, ,	` ,
	For MAS-PAD use						

Other Requirements:

Date: \_\_\_\_\_

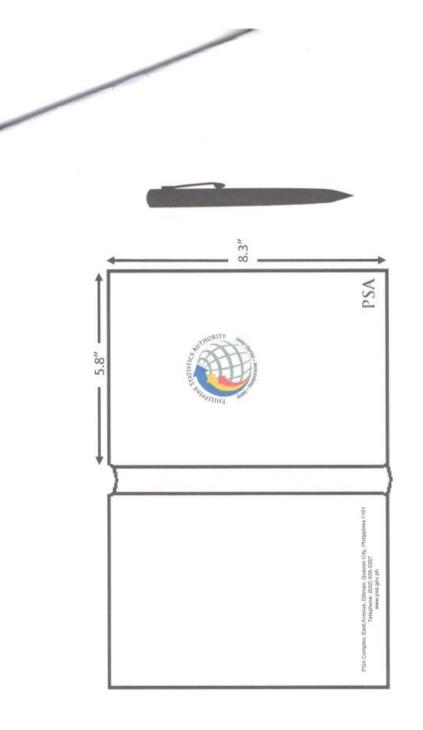
After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature\_\_\_\_\_\_

Position: \_\_\_\_\_\_
Name of Company \_\_\_\_\_\_

Address: \_\_\_\_\_\_\_Email Address: \_\_\_\_\_\_

Fax No. \_\_\_\_\_\_. Tel No.: \_\_\_\_\_\_ Cellphone No.\_\_\_\_\_\_



Pen Specs: Ink Color: Black Point size: 0.5mm Body: Black

Journal Spacs:

Cover Material: Leatherette
Cover type: Hard cover
Color: Black
FSA Front Text Color: Gold, Font: Trajan Pro, 18
Back Text: Gold, Arial, 6

Muani

## **GRDP Infographics Design**











