



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

Name of Project	Supply and Delivery of Office Supplies
Solicitation	PR No. 18-08-113
Location	Quezon City
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the Contract (ABC)	₱ 6,627.14
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 September 7, 2018** at the **General Services Division, 11th 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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Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Office Supplies					()	()
CLIP, backfold, 19mm, 12 pieces per box	box	-20-	₱ _____	₱ _____	()	()
RULER, plastic, 450mm, 1 piece in individual plastic	pcs	-4-	₱ _____	₱ _____	()	()
SCISSORS, (6")	pair	-6-	₱ _____	₱ _____	()	()
STAPLE REMOVER, plier type	pcs	-4-	₱ _____	₱ _____	()	()
ENVELOPE, Long, Expanding with Handle	pcs	-60-	₱ _____	₱ _____	()	()
					()	()
					()	()
					()	()
					()	()
					()	()
X-X-X-X-X-X-X-X					()	()
					()	()
-For PHDSD use-					()	()
					()	()
				Total amount in words: _____		

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

Position:

Name of Company

Address: _____ Email Address: _____

Fax No. . Tel No.: Cellphone No.

Date: _____

