



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 **Office Supplies**. Details of the procurement are as follows:

Name of Project	Implementation of activities of Poverty and Human Development Statistics Division (PHDSD)
Solicitation No.	PR-SSSS04-19-09-00013
Location	Metro Manila
Brief Description	Procurement of office supplies for the implementation of activities of Poverty and Human Development Statistics Division (PHDSD)
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 17,350.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than 02:00 PM on

OCT 14 2019

Kindly address your quotation to the Bids and Awards Committee.


CANDIDO J. ASTROLOGO, JR.
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 and/or proposal.
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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Fax no.: 374-82-83/ 374-82-62

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Office Supplies:						
Battery, size 9V, Alkaline 2pcs/pack	pack	4	₱ _____	₱ _____	()	()
Correction Tape, film base type, 5mmx10 meters	pc	10	₱ _____	₱ _____	()	()
Scissors, stainless, 5 inches	box	5	₱ _____	₱ _____	()	()
Tab, Please Sign Here, self adhesive	pack	20	₱ _____	₱ _____	()	()
Tab, Plastic Film Indexer, 12x48mm, 20 sheets/pad	pad	20	₱ _____	₱ _____	()	()
Tab, Film Indexer, Arrow, Transparent Neon	pad	20	₱ _____	₱ _____	()	()
Paper, Multicopy, size A3, 70gsm	pack	10	₱ _____	₱ _____	()	()
Photo Paper, size A4, glossy, 10 pcs/pack	pack	10	₱ _____	₱ _____	()	()
Paper, size A4, 120 gsm, 10pcs/pack	box	10	₱ _____	₱ _____	()	()
				Total amount in words:		

NOTE: Please Attach Mayor's Permit, BIR Tax Certificate, DTI or SEC, PhilGEPS Registration No., and Omnibus Sworn Statement						

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. _____

Date: _____