



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure Various Office Supplies which shall be undertaken in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 417,813.61** Four Hundred Seventeen Thousand Eight Hundred Thirteen & 61/100 Pesos

Please quote your **best offer** for the **Item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** 01 DEC 2022 at 11:00 AM through email at bac-secretariat@psa.gov.ph and bacsecretariat.psa@gmail.com

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at gsdprocurement.psa@gmail.com

Minerva Eloisa P. Esquivias
MINERVA ELOISA P. ESQUIVIAS

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB) by Lot.
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2022 Mayor's/Business Permit or valid PHILGEPS Registration	Not later than <u>01 DEC 2022</u> at <u>11:00 AM</u> together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment.



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

RECEIVED
GSD Procurement

Name: RMV
Date: 3 NOV 2022
Time: 4:48 PM

REQUEST FOR QUOTATION

PR No. 22-11-1904

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
CLEARBOOK, 20 transparent pockets, A4	pc	50				
CLEARBOOK, 20 transparent pockets, Legal	pc	48				
Data File Box	pc	76				
Data Folder	pc	61				
ENVELOPE, Documentary, Legal, 500 pcs/box	pack	121				
ENVELOPE, Expanding, Kraft, 100 pcs/box	pack	9				
ENVELOPE, Expanding, Plastic	pack	39				
Envelope, Mailing, with window 500 pcs/box	pack	5				
FILE ORGANIZER, expanding, plastic, Legal	pc	31				
FILE TAB/INDEX DIVIDER, bristol board, A4	pc	173				
FILE TAB/INDEX DIVIDER, bristol board, Legal	pc	81				
Folder 3 ring binder, 1"	pc	20				
Folder 3 ring binder, 2"	pc	30				
FOLDER with Tab, A4, 100 pcs/pack	pack	17				
FOLDER with Tab, Legal, 100 pcs/pack	pack	21				
FOLDER, Fancy with slide, A4, 50 pcs/bundle	bundle	115				
FOLDER, Fancy with slide, Legal, 50 pcs/bundle	bundle	64				
Folder, Long Expandable Hard (Blue) 8.5" x 14"	pc	1				
Folder, L-Type, Legal 50 pcs/pack	pack	39				
Folder, pressboard, 100 pcs/box	box	4				
Folder, Shot Expandable Hard (Blue) 8.5" x 11"	pc	1				
Folder, Tagboard, A4 size documents, 100 pcs/pack	pack	1				
Folder, Tagboard, Legal size documents, 100 pcs/pack	pack	20				
Folder, Tagboard, Short size documents, 100 pcs/pack	pack	1				
Illustration Board (30x40)	pc	4				
Indicator Tags	pack	3				
Magazine File Box, Large	pc	82				
Neon Color sticky note, Flag Sign Here marker	pack	5				
NOTE PAD, Stick on, 2" x 3", 100 sheets/pad	pad	219				
NOTE PAD, Stick on, 3" x 3", 100 sheets/pad	pad	204				
NOTE PAD, Stick on, 3" x 4", 100 sheets/pad	pad	216				
NOTE PAD, Stick on, 6" x 4", min	pad	30				
NOTEBOOK, Stenographer	pc	413				
Notepad 50-100 sheets H6xW4in	pack	30				
Paper 8"x11" (Short), 80gsm	ream	30				
Paper, A3 11.7 x 16.5 inches, Copy Paper, 80gsm	ream	10				
Paper, Multicopy, Letter, 80gsm (short)	ream	50				
Paper, Board, Legal size	ream	20				
Paper, Board A4 size, colored not white	ream	50				
Paper, Bond, Letter size, 70 gsm	ream	12				
Paper, MULTIPURPOSE A4, 500 sheets/ream	ream	330				
Paper, MULTIPURPOSE LEGAL 500 sheets/ream	ream	218				
Paper, Parchment 100 sheets/box	box	25				

Plastic envelope Class A	pack	10				
RECORD BOOK, 300 pages	pc	23				
RECORD BOOK, 500 pages	pc	21				
Sticker Paper A4 80 gsm matte (10 pcs/pack)	pack	42				
WRAPPING Paper, kraft, 50 sheets/pack	pack	1				
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____