



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** 12/17 DEC 2022 at 11:00 AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto: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](mailto: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>12/17 DEC 2022</u><br>at <u>11:00 AM</u><br>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. |
|   |   |  |



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Telephone: (632) 8938-5267  
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**RECEIVED**  
GSD Procurement  
Name: Bader  
Date: 12/16  
Time: 1:27

## 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<br>(VAT<br>Inclusive) | Compliance with<br>Technical Specifications<br>(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 8"x11" (Short), Copy Paper 70gsm               | 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  |  |  |  |  |
| Photo Paper, A4, 10 pcs/pack                | pack | 13  |  |  |  |  |
| 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   |  |  |  |  |
|   |      |     |  |  |  |  |
|   |      |     |  |  |  |  |
| This procurement is to be awarded by Lot.   |      |     |  |  |  |  |
| 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: \_\_\_\_\_