



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 HP Toners** 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 999,000.32** *Nine Hundred Ninety Nine Thousand & 32/100 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** 10 6 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 E. 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).
- 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 **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 10 6 DEC 2022 at 11:00 AM 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. |



Management System
 ISO 9001:2015
 www.tuv.com
 ID 11064091



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

REQUEST FOR QUOTATION

PR No. 22-11-1905

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 |
| HP GT52 CYAN Ink | bottle | 23 | | | | |
| HP GT52 MAGENTA Ink | bottle | 23 | | | | |
| HP GT52 YELLOW Ink | bottle | 23 | | | | |
| HP 131A Cyan Laserjet Toner | crtgs | 5 | | | | |
| HP 131A Magenta Laserjet Toner | crtgs | 5 | | | | |
| HP 131A Yellow Laserjet Toner | crtgs | 5 | | | | |
| HP 131A Black Laserjet Toner | crtgs | 5 | | | | |
| HP 416A - Black | crtgs | 2 | | | | |
| HP 416A - Cyan | crtgs | 2 | | | | |
| HP 416A - Magenta | crtgs | 2 | | | | |
| HP 416A - Yellow | crtgs | 2 | | | | |
| HP 95 black | crtgs | 1 | | | | |
| HP 970 XL-Black | crtgs | 7 | | | | |
| HP 971 XL-Cyan | crtgs | 2 | | | | |
| HP 971 XL-Magenta | crtgs | 2 | | | | |
| HP 971 XL-Yellow | crtgs | 2 | | | | |
| Ink cartridge, HP 971 Cyan | crtgs | 7 | | | | |
| Ink cartridge, HP 971 Yellow | crtgs | 7 | | | | |
| HP GT52XL Cyan Original Ink | bottle | 2 | | | | |
| HP GT52XL Magenta Original Ink | bottle | 2 | | | | |
| HP GT52XL Yellow Original Ink | bottle | 2 | | | | |
| HP Ink GT52XL, Black | bottle | 1 | | | | |
| HP GT53XL BLACK Ink | bottle | 20 | | | | |
| HP GT53XL (Cyan Ink) | bottle | 6 | | | | |
| HP GT53XL (Magenta Ink) | bottle | 6 | | | | |
| HP GT53XL (Yellow Ink) | bottle | 6 | | | | |
| HP Ink GT53, Cyan | bottle | 2 | | | | |
| HP Ink GT53, Magenta | bottle | 2 | | | | |
| HP Ink GT53, Yellow | bottle | 2 | | | | |
| HP ink GT53 Black | bottle | 16 | | | | |
| HP Laserjet (Imaging drum) 32A, CF232A | unit | 4 | | | | |
| HP Laserjet CP1025 (Black) | toner | 1 | | | | |
| HP Laserjet CP1025 (Cyan) | toner | 1 | | | | |
| HP Laserjet CP1025 (Magenta) | toner | 1 | | | | |
| HP Laserjet CP1025 (Yellow) | toner | 1 | | | | |
| HP Laserjet print cartridge 30A | crtgs | 4 | | | | |
| HP Smart Tank M0H50A Tri-Color | crtgs | 3 | | | | |
| HP Smart Tank X4E75A Black | crtgs | 3 | | | | |
| Ink Cartridge, HP C2P04AA (HP62), Black | crtgs | 3 | | | | |
| Ink Cartridge, HP C2P06AA (HP62), Tri-color | crtgs | 2 | | | | |
| Ink Cartridge, HP CF510A (HP204A) Black | crtgs | 7 | | | | |
| Ink Cartridge, HP CF511A (HP202A) Cyan | crtgs | 4 | | | | |
| Ink Cartridge, HP CF512A (HP202A) Yellow | crtgs | 4 | | | | |
| Ink Cartridge, HP CF513A (HP202A) Magenta | crtgs | 4 | | | | |
| INK CARTRIDGE, HP F6V26AA (HP680), Tri-color | crtgs | 18 | | | | |
| INK CARTRIDGE, HP F6V27AA (HP680), Black | crtgs | 18 | | | | |
| Toner Cartridge, HP CF280A | crtgs | 5 | | | | |
| Toner Cartridge, HP CB435A, Black | crtgs | 2 | | | | |
| Toner Cartridge, HP Laserjet, 130A, Black | crtgs | 3 | | | | |
| Toner Cartridge, HP Laserjet, 130A, Cyan | crtgs | 2 | | | | |
| Toner Cartridge, HP Laserjet, 130A, Magenta | crtgs | 2 | | | | |
| Toner Cartridge, HP Laserjet, 130A, Yellow | crtgs | 2 | | | | |

| | | | | | |
|--|-------|---|--|--|--|
| Toner Cartridge, M254DW, Black (CF500A), HP Color Laserjet Pro | crtgs | 7 | | | |
| Toner Cartridge, M254DW, Cyan (CF501A), HP Color Laserjet Pro | crtgs | 3 | | | |
| Toner Cartridge, M254DW, Magenta (CF503A), HP Color Laserjet Pro | crtgs | 3 | | | |
| Toner Cartridge, M254DW, Yellow (CF502A), HP Color Laserjet Pro | crtgs | 3 | | | |
| Toner Cartridge, HP CE311A, Cyan | crtgs | 3 | | | |
| Toner Cartridge, HP CE320A, Black | crtgs | 3 | | | |
| Toner Cartridge, HP CE321A, Cyan | crtgs | 3 | | | |
| Toner Cartridge, HP CE322A, Yellow | crtgs | 3 | | | |
| Toner Cartridge, HP CE323A, Magenta | crtgs | 3 | | | |
| Toner Cartridge, HP CF226A (HP26A), Black LaserJet | crtgs | 2 | | | |
| Toner Cartridge, HP CF287A (HP87), Black | crtgs | 3 | | | |
| Toner Cartridge, HP CF400A (HP201A), Black LaserJet | crtgs | 4 | | | |
| Toner Cartridge, HP Q2612A, Black | crtgs | 7 | | | |
| Toner Cartridge, HP CF230A | crtgs | 4 | | | |
| Toner Laserjet, HP CF276A (76A) | crtgs | 7 | | | |
| This procurement project 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: _____