



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 972,550.00** Nine Hundred Ninety Two Thousand Four Hundred Fifty 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** 04 August 2023 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 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) 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 2023 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than <u>04 August 2023</u> at <b>11:00 A.M.</b>	together with the quotation



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

**RECEIVED**  
**GSD Procurement**

Name: Dine  
 Date: 31 JUL 2023  
 Time: 7:50 AM

REQUEST FOR QUOTATION

PR No. 23-07-0777

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 414A Black Original LaserJet Toner Cartridge W2020A	pc	3				
HP 414A Cyan Original LaserJet Toner Cartridge W2021A	pc	3				
HP 414A Magenta Original LaserJet Toner Cartridge W2023A	pc	3				
HP 414A Yellow Original LaserJet Toner Cartridge W2022A	pc	3				
HP GT52 Cyan	pc	20				
HP GT52 Magenta	pc	20				
HP GT52 Yellow	pc	20				
HP GT3 Black	pc	35				
HP GT53XL Black	pc	10				
Toner Cart., HP 416A, Magenta (W2043A)	pc	15				
Toner Cart., HP 416A, Yellow (W2043A)	pc	15				
Toner Cart., HP CF226A	pc	4				
Toner Cart., HP CF276A (76A)	pc	18				
Toner Cart., HP CF501A, Cyan	pc	5				
Toner Cart., HP CF502A, Yellow	pc	5				
Toner Cart., HP CF503A, Magenta	pc	5				
Toner Cartridge, HP Designjet T120, HP 711-Black	pc	10				
Ink Cart., HP F6V26AA (HP 680) Tri-color	pc	29				
Ink Cart., HP F6V27AA (HP 680) Black	pc	27				
Toner Cart., HP 416A, Black (W2040A)	pc	20				
Toner Cart., HP 146A, Cyan (W2041A)	pc	15				
Toner Cartridge, HP Designjet T120, HP 711-Cyan	pc	10				
Toner Cartridge, HP Designjet T120, HP 711-Magenta	pc	10				
Toner Cartridge, HP Designjet T120, HP 711-Yellow	pc	10				
Toner HP CE 285-A, Black	pc	10				
<b>*must be authorized distributor of HP products</b>						
<b>**must be genuine HP toners</b>						
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: \_\_\_\_\_