



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 **Office Supplies for 2024 OWS & 2023/2024 ISLE** 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 256,306.40** *Two Hundred Fifty Six Thousand Three Hundred Six and 40/100 Pesos Only*

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**

AUG 13 2025 at 11:00am through email at bac-secretariat@psa.gov.ph

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).
- 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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>AUG 13 2025</u> at <u>11:00am</u>	together with the quotation



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

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PR No. 25-07-0695

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
ACETATE, A4 size	pack	10				
BATTERY, dry cell, size AA, 4 pcs/pack	pack	150				
BATTERY, dry cell, size AAA, 4 pcs/pack	pack	50				
BINDING RING/COMB, plastic, 10 mm	bundle	5				
BINDING RING/COMB, plastic, 14 mm	bundle	5				
BINDING RING/COMB, plastic, 20 mm	bundle	5				
BINDING RING/COMB, plastic, 25 mm	bundle	5				
BINDING RING/COMB, plastic, 32 mm	bundle	5				
BINDING RING/COMB, plastic, 45 mm	bundle	5				
BINDING RING/COMB, plastic, 51 mm	bundle	5				
CORRECTION TAPE	piece	20				
ENVELOPE, Expanding, Kraft	box	2				
FILE TAB DIVIDER, A4	set	15				
FILE TAB DIVIDER, Legal	set	15				
FOLDER, Fancy with slide, A4	bundle	5				
FOLDER, L-type, A4	pack	5				
HARD BOUND FOLDER, expanding A4	piece	50				
HARD BOUND FOLDER, expanding Legal	piece	50				
INDEX TAB	box	20				
PAPER CLIP, vinly/plastic coated, 33mm	box	50				
PAPER, MULTICOPY Short	ream	25				
PAPER, MULTICOPY A4	ream	150				
PAPER, MULTIPURPOSE Short	ream	25				
PAPER, MULTIPURPOSE A4	ream	150				
POST-IT Arrow flags, transparent	pack	300				
POST-IT (Sign Here)	pack	300				
POST-IT Mini Flags (Sign Here)	pack	300				
SIGN PEN, Fine Tip, Black	piece	100				
SIGN PEN, Fine Tip, Blue	piece	100				
SIGN PEN, Medium Tip, Black	piece	100				
SIGN PEN, Medium Tip, Blue	piece	100				
STENO NOTEBOOK	piece	50				
*This procurement is to be awarded by lot. *Delivery date: within fifteen (15) days from the date of acceptance of the Purchase Order						
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: _____