



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 307,207.00** Three Hundred Seven Thousand Two Hundred Seven 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** 04 AUG. 2023 at 11:00AM 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 **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>8/04/23</u> at <u>11:00AM</u>	together with the Quotation
	together with the quotation	



Management System
ISO 9001:2015
www.tuv.com
ID: P-0594011



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

RECEIVED
GSD Procurement

Name: One
Date: 7/21
Time: 7:50 AM

REQUEST FOR QUOTATION

PR No. 23-07-0779

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
Adhesive tinted Stickers (One way), per box, 1x3 in" (8x12cm), 20 sheets/pad	piece	30				
Archfile, A4, Black 7-2.5 inches	piece	40				
Battery, drycell, siz,size AA, Two (2) piece per blister pack, 15 volts, alkaline	piece	247				
Calculator, Compact width 100mm-130mm LCD display, Capacity 12 digits two-way power source(solar and cell) with CE mark replacement warranty : one (1) year	piece	23				
Certificate Frame, 8 1/4 inches x 3/4 inches, potrait (for training purposes)	piece	40				
Correction tape 8 meters, disposable, dispensing mechanism for adjustment/ rewinding, tape type: film based, width: 5mm (±mm) usable length (min): 8 meters, color: white opaque	piece	964				
Data Folder Width (min.):75mm, Height (min.): 230mm, length (min.): 380mm, Chipboard (min): 2.5min thick leatherette paper and /or polypropylene (pp)material made of linen design for outside cover coated paper for inside cover including spine portion with all steel lever arch file mechanism and taglia lock any color	piece	174				
Envelope, Expanding, Kraf, 100 pieces per box smooth surface, Size: 380mm x 250mm (3mm), Expansion: 50mm (-3mm), Thickness (min.): 0.38mm with string and eyelet or elastic strap	piece	14				

Eraser, plastic/rubber shape: rectangular use: for erasing wood-cased and mechanical pencil impressions, dimensions(LxWxT) (min.) equivalent volume of 8,350mm ³	piece	30				
Extension cord, 16 gang with switch, 1.83 meter cord	piece	14				
File Organizer, expanding plastic, legal expanding, plastic material with 12 plastic inside pockets with index tab for legal size paper/documents with elastic strap or snap for closing or binding organizer cover (flap): width: 220mm, length: 380mm, thickness: 0.60mm inside pocket: width: 230mm, length: 360mm, thickness: 0.12mm any color	piece	97				
Laminating film (A4),100pcs/pack	piece	20				
Laminating film (Legal),100pcs/pack	piece	10				
Laminating Sheet 111MM x 154MM 250mic	piece	20				
Laminating Sheet (A3)	piece	2				
Magazine file box, large, material: chipboard (min): 3mm thick, leatherette paper for outside cover, coated paper for inside lining outside dimension (min.): width: 110mm, height: 265mm, length: 220mm, front of box with finger ring and provision for label insert back end open any color	piece	172				
Marked, Whiteboard, Black-69, Blue-59, Red-55, tip: Felt, bullet type, point medium	piece	183				
Mini-flag (Sign here)	piece	72				
Paper Trimmer/cutting Machine, table top table top guillotine type cutting machine paper capacity: 20-25 sheets of multi-purpose paper, Paper size: B4 (max), Base size: approximately 400xmm paper length ruler size: 33cm (min) paper width ruler scale: 30cm (min), ruler scale: centimeter, base paper size markings: B7, B6,	piece	3				

A5, B5, A4, B4 with guillotine arm tension/safety bolt, include securable sliding paper size maker							
made of high quality hardened stainless steel knife, with stationary blade guard with operating manual /instructions, warranty: (One (1) year on parts and services							
Puncher, paper, heavy duty punching capacity: 30 sheets of 70 gsm multipurpose paper with two hole guide diameter of hole: 7mm (approx) the distance between two holes shall be 70mm (±0.5mm) center to center the punching depth shall be 12mm (±1mm) the puncher shall be provided with a leverlock	piece	11					
Record book, 300 pages	piece	26					
Whitebond, non blot machine pre-numbered pages basis weight: 55 gsm (-5%), thickness:0.07mm (minimum) size: LxW: 265mm x 165mm (minimum), Cover: material: laminated chipboard,thickness: 1.5mm (minimum), size L x W: 278mm x 175mm (minimum) margins: top 25mm(-2mm), bottom 8mm(±4mm), left/right: manufacturer's standard numberof writing lines: 32 (minimum) of equal space, writing lines: printed on both pages of each sheet, binding: durable smyth sewn binding front cover: with "Record Book" printer on the outsided of front cover, raw materials: made of atleast 0% recycled fibre paper used: atleast elementary Chlorine free (ECF)							
Record book, 500 pages	piece	31					
Whitebond, non blot machine pre-numbered pages basis weight: 55 gsm (-5%), thickness:0.07mm (minimum) size: LxW: 265mm x 165mm (minimum), Cover: material: laminated chipboard,thickness: 1.5mm (minimum), size L x W: 278mm x 175mm (minimum) margins: top 25mm(-2mm), bottom 8mm(±4mm), left/right: manufacturer's standard numberof writing lines: 32 (minimum) of equal space, writing lines: printed on both pages of each sheet, binding: durable smyth sewn binding front cover: with "Record Book" printer on the outsided of front cover, raw materials: made of atleast 0% recycled fibre paper used: atleast elementary Chlorine free (ECF)							

Tape, masking, 24mm, width (±mm): 24mm	piece	1779				
usable length (min.):50 meters thickness (max.):						
0.25mm adhesion strength (min.): 8.5N/24mm						
width breaking strenght (min): 85N/24mm width						
Tape, Masking, 48mm width (±mm):48mm usable	piece	51				
length(min.):50 meters, thickness (max):0.25mm						
adhesion strength (min.)8.5N/24mm width						
breaking strength (min): 85N/24mm width						
Tape, transparent, 24mm wdth (±mm):24mm	piece	461				
usable length(min.):50 meters, base material:						
biaxially-oriented polypropylene thickness						
(max):0.040mm adhesion strength (min.)						
6N/24mm width breaking strength (min):						
14N/24mm width						
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: _____