

REQUEST FOR QUOTATION

RFQ # <u>0722-2024-07-094</u> 16 July 2024

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, Shopping for Office Supplies for the Third Level Training on 2023 Census of Philippine Business and Industry (CPBI) and 2023 Input-Output Survey of Philippine Business and Industry (IOSPBI) Data Processing

Name of Project	Third Level Training on 2023 Census of Philippine Business and Industry (CPBI) and 2023 Input-Output Survey of Philippine Business and Industry (IOSPBI) Data Processing
Solicitation (If posted at the PhilGEPS)	0700-2024-07-078
Purchase Request No. A Mass & Cald To	0722-2024-06-073
10 Juan N. Tampus	PSA-Cebu Provincial Statistical Office, 2/F Martina Sugbu Center, P. Burgos St., Cebu
Pocation 9 Mane Ann N. Catala	City. Ethninetator
Brief Description Description	please refer to page 3 for detailed description
Quantity Dunatur of Str. For	please refer to page 3 for detailed quantity
Approved Budget for the Contract (ABC)	Php8,245.00
Contract Duration	From receipt of PO until full delivery
Date of Delivery	3-5 days after receipt of P.O

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 23 July 2024, 05:00 PM through the address 2/F Martina Sugbu Center, P. Burgos St., Cebu City.

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact Ms. Farrah Canasa/Ms. Ryke T. Hermoso/ Ms. Ann Emilyn S. Eballe/ Ms. Ma. Carmel P. Barcenas at telephone no. (032) 255-8573.

LYNDON GERARDO C. SUICO RO7 BAC Member

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.

igned hereby endorses are to lowing hired Enumerators of Historia, they are authorized to open an ATM payroll account in

- 2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- 3. Bidders shall provide correct and accurate information required in this form.
- 4. Bidders may quote for any or all lots and must quote all the items under a specific lot.
- 5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
- 6. Late submission of quotation shall not be accepted.
- 7. Bids exceeding the ABC for each item/lot shall be disqualified.
- 8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
- 9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

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- 10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:
 - · Valid Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
- 14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
- 15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.
- 16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery 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 to it.

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BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

- 1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
- 2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
- 3. Accomplish this form correctly and accurately.
- 4. Do not alter the contents of this form in any way.
- 5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 6. Ensure to indicate the price for the whole lot and the unit price per unit.
- 7. Ensure to fill-up the TOTAL AMOUNT IN WORDS.
- 8. Ensure to check the "Compliance with Technical Specifications" Column.
- 9. Submit your bid sealed in an envelope.
- 10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

ffice Supplies for the Third Level raining on 2023 Census of Philippine			Approved Budget for the Contract (ABC) per unit	indicate your	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)			
usiness and Industry (CPBI) and 2023 put-Output Survey of Philippine usiness and Industry (IOSPBI) Data rocessing	lot	1	8,245.00	note.		(ES)	()
aper, Multipurpose, A4, 70 gsm	ream	30	220.00			()	()
aper, Multipurpose, Legal, 70 gsm	ream	7	235.00			()	()
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Mode of Payment: SEND BILL rangement or 15-30 working days after full livery						()	()
Price quotation/s validity: Must be valid for period of thirty (30) calendar days from the te of submission.						()	()
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Other Requirements:

Name of Company _____

Fax No. _____. Tel No.: _____

Address:

TIN #: __

Date:

Terms of Payment: Payment shall be made either through Submission of Billing/Statement of against the creditor's account.	gh check or Land Ban f Account and User A	k's LDDAP-ADA/Bank Tr Acceptance of the prod	ransfer facility, within thirt uct. Bank Transfer fee si	y (30) days after hall be charged
Payment Details:				
Banking Institution:				
Account Number:				
Account Name:				
Branch:				
After having carefully read and accepted your T	erms and Conditions. I/	We quote you on the item	at prices noted above.	
Printed Name of authorized representative/Sign	nature			
Position:				

Cellphone No._____

(Please specify if VAT or NON-VAT)

____Email Address:___