

REQUEST FOR QUOTATION

RFQ # 0761-RFQ2024-12-078 11 December 2024

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, <u>Small Value Procurement</u> for the <u>Procurement of Office Equipment (Airconditioning Unit) with Additional Drain Pipe for the CBMS and Other Data Processing Operations of the Electronic Data Processing (EDP) Room of Siguijor PSO.</u>

Name of Project	Office Equipment (Airconditioning Unit) with Additional Drain Pipe for the CBMS and Other Data Processing Operations of the Electronic Data Processing (EDP) Room				
Solicitation (If posted at the PhilGEPS)	0700-2024-12-195				
Purchase Request No.	PR #0761-2024-11-042				
Location	PSA - Siquijor Provincial Statistical Office				
Brief Description	Airconditioning Unit with Additional Drain Pipe				
Quantity	please see the detailed quantity on page 3				
Approved Budget for the Contract (ABC)	Php 51,600.00				
Contract Duration	05 - 07 working days after the receipt of Puchase Order (PO)				
Date of Delivery	05 - 07 working days after the receipt of Puchase Order (PO)				

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 <u>17 December 2024, 12:00 Noon</u> through the address <u>3/F Siquijor Business and Convention Center, Poblacion, Siquijor.</u>

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

For any clarification, you may contact Ms. Rizalyn Teodora Postrado at telephone nos. (035) 542 - 5239/ (035) 542 - 5371.

<mark>IILL BERNADETTE C. ABING</mark> SrSS - Siguijor/ 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.
- 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 be qoute 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.
- 11. 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 upon the submission of RFQ or Bid.
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return (for ABCs above P500K)
 - Omnibus Sworn Statement (for ABCs above P50K)
- 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.

PSA Strictly Implements a "No Gift Policy".

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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.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
1	Office Equipment (Airconditioning Unit) with Additional Drain Pipe for the CBMS and Other Data Processing Operations of the Electronic Data Processing (EDP) Room of Siquijor PSO	LOT	1	51,600.00				
1.1	2 Horsepower (HP) Split type aircon, Indoor	unit	1	44,600.00			()	()
	Specifications:							
	split type							
	wattage: 1760 watts							
	EER Rating: 14.26							
	Windfree Technology							
	Digital Inverter Boost							
	Fast Cooling Technology							
	Easy Filter Plus							
	DuraFin							
	Quite Mode							
	Single User Mode							
	R32 Refriderant							
	Additional Requirement:							
	Free delivery and installation							
	•							
	Free drain pipe (16mm in diameter): 10 feet							
1.2	Drain Pipe (16mm in diameter): 20 feet	feet	20	350.00			()	()

	Note: Place of Delivery						
	JOSELITO C. MAGHANOY						
	(Supervising Statistical Specialist)					()	()
	Officer-In-Charge						
	Philippine Statisitics Authority Siquijor Provincial Statistical Office						
	Other Requirements:						
	1. Mode of Payment: SEND BILL						
	Arrangement or 15-30 working days					()	()
	after receipt of the billing statement.						1
	2. Price qoutation/s validity: Must be						
	valid for a period of thirty (30) calendar					()	()
	days from the date of submission.						
	TOTAL AMOUNT IN WORDS :	•	•	•			•
Other R	equirements:						
	Terms of Payment:						
	Payment shall be made either through check or Land	l Rank's I DDAP-ADA	∆/Rank Transfer fac	ility within thi	rtv (30) workin	n dave	
	after Submission of Billing/Statement of Account and						
	against the creditor's account.	-	•		-		
	Payment Details:						
	Banking Institution:						
	Account Number:						
	Account Name:						
	Branch:						J
After ha	aving carefully read and accepted your Terms and C	onditions. I/We quot	e you on the item a	t prices noted	above.		
Dainted	Name of suth spins due as a sectative (Giovantura						
	Name of authorized representative/Signature						
	n:						
	of Company						
	(Please specify i		•				
Addres	s:Em	ail Address:					
Fax No	Tel No.:	Cellphone No					
Date: _							