



REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) RSSO VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement of Office Supplies for CRS Operations and BRAP/DeCAP Processing Requirements. Details of the project is as follows:

Name of Project	Procurement of Office Supplies for CRS Operations and BRAP/DeCAP Processing Requirements
Reference	PR No. 2024-0600-11-209
Location	PSA RSSO VI/CRASD/CRS, Iloilo City
Brief Description	Procurement of Office Supplies for CRS, BRAP, and DeCAP Operations
Quantity	2 Lots (Lot 1 and Lot 2)
Approved Budget for the Contract (ABC)	Php 34,670.00
Contract Duration	Within 7 days After the Date of Notice of Award

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 1:00 P.M. of **December 5, 2024** to be opened on the same day at 1:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat/Sub-TWG at Tel. No. (033) 335-0907 or psa6robac@gmail.com .


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar days after the opening of bids or during post qualification:
a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus sworn Statement (if applicable)
7. Please indicate Brand and Source of Goods (Local or Specify country of origin).
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specify country of origin)
	Procurement of Office Supplies for CRS Operations and BRAP/DeCAP Processing Requirements							
Lot 1	Bond Paper (Size: A4, Substance 20, GSM 70)	Ream	55	220	12,100.00			
	A4 PVC Binding Cover (50 pcs/pack)	Pack	8	540	4,320.00			
	Combo Ring size: 1.5 inches	Piece	50	55	2,750.00			
	Picture Frame (white or Cream color)	Piece	60	140	8,400.00			
	Sub Total				27,570.00			
Lot 2	Epson Ink (003) Black	Bottle	5	355	1,775.00			
	Epson Ink (003) Yellow	Bottle	5	355	1,775.00			
	Epson Ink (003) Magenta	Bottle	5	355	1,775.00			
	Epson Ink (003) Cyan	Bottle	5	355	1,775.00			
	Sub Total				7,100.00			
	Term of Delivery: <u>Within 7 days After the Date of Notice of Award</u>							
TOTAL =					34,670.00			

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name/Signature/Position

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____