



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

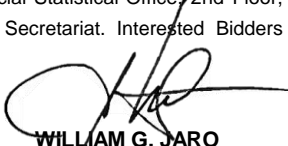
REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Bids and Awards Committee (BAC) will undertake Negotiated Procurement under Section 52.1 b.(Shopping) for the "Procurement of Delivery of Office Supplies for 3rd and 4th Quarter of PSA Iloilo Provincial Statistical Office".

Details of the project is as follows:

Name of Project	Delivery of Office Supplies for 3rd and 4th Quarter of PSA Iloilo Provincial Statistical Office
Reference	2024-0630-10-127
Location	Iloilo City
Brief Description	Procurement of Delivery of Office Supplies for 3rd and 4th Quarter of PSA Iloilo Provincial Statistical Office
Quantity	stated in the bid form
Approved Budget for the Contract (ABC)	Php167,050.00
Contract Duration	30 Days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 01:00 P.M. on November 21, 2024 to be opened on the same day at 01:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Iloilo Provincial Statistical Office, 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) 327-9219 or (033) 509-9620.


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 submit Food Menu together with this RFQ.
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)
	Delivery of Office Supplies for 3rd and 4th Quarter of PSA Iloilo Provincial Statistical Office							
Lot 1	OFFICE SUPPLIES							
	PAPER, Multicopy, 70 gsm, Legal, 500 sheets per ream	rm	100	235.00	23,500.00	_____	_____	_____
	PAPER, Multicopy, 70 gsm, A4, 500 sheets per ream	rm	200	220.00	44,000.00	_____	_____	_____
	Signpen Black	pc	20	30.00	600.00	_____	_____	_____
	TAPE, packaging, 48 mmx 2"	roll	20	35.00	700.00	_____	_____	_____
	TAPE, masking, 24mm	roll	50	20.00	1,000.00	_____	_____	_____
	TAPE, transparent, 24mm	roll	50	20.00	1,000.00	_____	_____	_____
	Certificate Holder, A4	pc	100	45.00	4,500.00	_____	_____	_____
	Photopaper, Glossy, A4	pck	50	70.00	3,500.00	_____	_____	_____
	STICKY NOTE PAD, Assorted Color	pad	100	30.00	3,000.00	_____	_____	_____
	Battery, AA, 2 pc per Blister Pack	pck	50	90.00	4,500.00	_____	_____	_____
	Stapler, standard type	pc	20	100.00	2,000.00	_____	_____	_____
	Cutter, utility, for general purpose	pc	30	45.00	1,350.00	_____	_____	_____
	Ruler, plastic, 450 mm	pc	50	25.00	1,250.00	_____	_____	_____
	CORRECTION TAPE, film base type, UL 6m min	pc	100	20.00	2,000.00	_____	_____	_____
	Folder, pressboard	box	1	1,200.00	1,200.00	_____	_____	_____
	Staplewire, standard	box	30	35.00	1,050.00	_____	_____	_____
	Calculator, compact	pc	10	250.00	2,500.00	_____	_____	_____
	Scissor, symmetrical/assymetrical	pc	15	80.00	1,200.00	_____	_____	_____
	Stamp Pad, Felt, Blue or Violet	bot	5	50.00	250.00	_____	_____	_____
					99,100.00			
Lot 2	JANITORIAL SUPPLIES							
	Toilet Diodorizer, with Handle	pc	30	100.00	3,000.00	_____	_____	_____
	Toilet Cleaner Bowl, 500ml	bot	10	175.00	1,750.00	_____	_____	_____
	Garbage bag, XL, Plastic, Black, 10 pcs. Per pack	pack	300	70.00	21,000.00	_____	_____	_____
	Garbage bag, XXL, Plastic, black, 10 pcs. Per pack	pack	100	80.00	8,000.00	_____	_____	_____
	Dishwashing Liquid, Lemon, Plastic Bottle, 250 ml	bot	50	60.00	3,000.00	_____	_____	_____
	Dishwashing Paste, Anti-bacterial, 400 gms,	bot	30	55.00	1,650.00	_____	_____	_____
	Rag cotton, Doormat	pc	10	60.00	600.00	_____	_____	_____
	Tissue Paper, 2 Ply	pc	150	15.00	2,250.00	_____	_____	_____
	Air Freshener, aerosol type, 320 ml	bot	20	280.00	5,600.00	_____	_____	_____
	Insecticide, aerosol type	bot	20	180.00	3,600.00	_____	_____	_____
					50,450.00			
Lot 3	DIGITAL DUPLICATOR CONSUMABLE SUPPLIES							
	Digital Duplicator Ink							
	Full automatic (1000 ml/cartridge)							
	Geniune Ink for RISO SF 5130 E II A Model	pc	10	1,750.00	17,500.00	_____	_____	_____
					17,500.00			
	*Note: Payment for the supplies/services/activity will be based on the actual billing. *Note: Incase of unforeseen events, the PSA reserve the rights to cancel/reschedule the activity.							

Place of Delivery: PSA Iloilo Provincial Statistical Office, 2nd Floor J. Villanueva Building, Barangay President Roxas, Iznart Street, Iloilo City, Iloilo, Philippines 5000

TOTAL =

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: _____