



REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (034) 435-0574 or (034) 707-4486

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Negros Occidental through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1(b)(Shopping) for the "Procurement of Quarterly Regular Office Supplies of PSA Negros Occidental PSO."
Details of the project is as follows:

| | |
|---|--|
| Name of Project | Quarterly Regular Office Supplies |
| Reference | PR No. 2024-0600-08-086 |
| Location | Negros Occidental |
| Brief Description | Procurement of Quarterly Regular Office Supplies of PSA Negros Occidental PSO. |
| Quantity | As stated in the bid form |
| Approved Budget for the Contract (ABC) | Php 91,000.00 |
| 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 1:00 P.M. of _____ 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 Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod 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.(034) 435-0574 or (034) 707-4486.


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) |
|----------------|---|--------|------|------------------|-------------------|------------------|----------------------------------|
| | Procurement of Quarterly Regular Office Supplies of PSA Negros Occidental PSO. | | | | | | |
| | | | | | | | |
| Lot 1 | Bond paper, A4 Size, 70gsm, 500 sheets per ream | ream | 80 | 240.00 | 19,200.00 | | |
| | Bond paper, Legal Size, 70gsm, 500 sheets per ream | ream | 80 | 260.00 | 20,800.00 | | |
| | Bond paper, Short Size, 70gsm, 500 sheets per ream | ream | 50 | 250.00 | 12,500.00 | | |
| | Ballpen, color: black, 0.5mm | piece | 100 | 15.00 | 1,500.00 | | |
| | Ballpen, color: blue, 0.5mm | piece | 100 | 15.00 | 1,500.00 | | |
| | Sign pen, color: black, 0.5mm | piece | 100 | 30.00 | 3,000.00 | | |
| | Sign pen, color: blue, 0.5mm | piece | 100 | 30.00 | 3,000.00 | | |
| | Sign pen, color: red, 0.5mm | piece | 100 | 30.00 | 3,000.00 | | |
| | Sharpener, double hole, material: plastic | piece | 30 | 10.00 | 300.00 | | |
| | Pencil, lead/graphite, No. 2 | piece | 100 | 10.00 | 1,000.00 | | |
| | Masking tape, 1 inch, 20 meters per roll | roll | 50 | 30.00 | 1,500.00 | | |
| | Scissors, metal blades, 7" | pair | 30 | 50.00 | 1,500.00 | | |
| | Binder Clip, 41mm, 1 dozen per box | box | 30 | 80.00 | 2,400.00 | | |
| | Binder clip, 25mm, 1 dozen per box | box | 30 | 30.00 | 900.00 | | |
| | Fastener, plastic, 7cm, 50 pieces per box | box | 30 | 45.00 | 1,350.00 | | |
| | Paper clip, vinyl, 50mm, 80 pieces per box, assorted colors | box | 30 | 20.00 | 600.00 | | |
| | Paper clip, vinyl, 33mm, 80 pieces per box, assorted colors | box | 30 | 40.00 | 1,200.00 | | |
| | Tape Dispenser, Size: 22cm x 9cm x 11cm, Weight: 1.6kgs., Color: Black | piece | 10 | 130.00 | 1,300.00 | | |
| | Staple Remover, plier type, stainless design | piece | 20 | 60.00 | 1,200.00 | | |
| | Expandable Folder, Long Size, Color: Blue | piece | 50 | 20.00 | 1,000.00 | | |
| | Double-Sided Tape, 1 inch, Color: White, easy to peel | roll | 20 | 60.00 | 1,200.00 | | |
| | Clear book, Long Size, 20 sheets, spring-type, thick cover | piece | 10 | 70.00 | 700.00 | | |
| | | | | | | | |
| Lot 2 | Dishwashing Liquid, lemon or calamansi scent, 1 liter per bottle | bottle | 10 | 70.00 | 700.00 | | |
| | Dishwashing Sponge, durable, double-sided design | piece | 15 | 30.00 | 450.00 | | |
| | Toilet Bowl Cleaner, any scent, 1 liter per bottle | bottle | 5 | 130.00 | 650.00 | | |
| | Liquid Bleach, 1 gallon per bottle | bottle | 10 | 150.00 | 1,500.00 | | |
| | Trashbag, Size: 37" x 40", color: black, 10 pieces per roll | roll | 50 | 70.00 | 3,500.00 | | |
| | Disinfectant Spray, aerosol type, multi-purpose, 510g per bottle | bottle | 6 | 300.00 | 1,800.00 | | |
| | Bathroom Deodorizer, any flavor, 50g | piece | 10 | 40.00 | 400.00 | | |
| | Fabric Softener, any scent, 1 gallon per bottle | bottle | 5 | 150.00 | 750.00 | | |
| | Oxalic Powder, 1kg per pack | pack | 6 | 100.00 | 600.00 | | |
| | | | | | | | |
| 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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____