



REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (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 and Delivery of Office Supplies for the conduct of 2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS) 3rd Level Training and Field Operations of PSA Negros Occidental PSO."

Details of the project is as follows:

Name of Project	2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS) 3rd Level Training and Field Operations
Reference	PR No. 2024-0645-09-093
Location	Negros Occidental
Brief Description	Procurement and Delivery of Office Supplies for the conduct of 2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS) 3rd Level Training and Field Operations of PSA Negros Occidental PSO
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 18,850.00
Contract Duration	15 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 1:30 P.M. of _____ to be opened on the same day at 2:00 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 and Delivery of Office Supplies for the conduct of 2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS) 3rd Level Training and Field Operations of PSA Negros Occidental PSO						
	2024 Functional Literacy, Education, and Mass Media Survey (FLEMMS) 3rd Level Training and Field Operations						
	Folder, long size, cardboard, color: white or brown	piece	100	10.00	1,000.00		
	Pencil, lead/graphite, no. 2	piece	100	13.00	1,300.00		
	Sharpener, double hole, material: plastic/stainless	piece	80	15.00	1,200.00		
	Eraser, rubber, high quality	piece	80	15.00	1,200.00		
	Ballpen, black, 0.5mm	piece	100	15.00	1,500.00		
	Ballpen, red, 0.5mm	piece	50	15.00	750.00		
	Ballpen, green, 0.5mm	piece	20	15.00	300.00		
	Notebook Fillers, 20 leaves, 5 pieces per pack	pack	20	60.00	1,200.00		
	Permanent Marker, fine point, black	piece	80	50.00	4,000.00		
	Plastic Envelope with handle, zipper-type, long size	piece	80	80.00	6,400.00		
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: _____