



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) through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement and delivery of various regular office supplies of PSA Antique Provincial Statistical Office. Details of the project is as follows:

Name of Project	Procurement and delivery of various regular office supplies of PSA Antique PSO.
Reference	PR No. 2020-
Location	Antique
Brief Description	Procurement and delivery of various regular office supplies of PSA Antique PSO.
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php 186,870.00
Contract Duration	7 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 A.M. of December 7, 2020 to be opened on the same day at 10:30 A.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 at Tel. No.(033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

- 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 In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
- 6 The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 7 Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 8 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 various regular office supplies of PSA Antique PSO.						
	Bond Paper Long	ream	200	230.00	46,000.00		
	Bond Paper A4	ream	200	215.00	43,000.00		
	Envelope Plastic with Holder Long	piece	50	85.00	4,250.00		
	Staple Wire # 10	box	10	25.00	250.00		
	Paper Fastener Plastic	box	50	26.00	1,300.00		
	Stapler	piece	10	375.00	3,750.00		
	Staple Wire # 35	box	20	35.00	700.00		
	Cartolina	piece	200	8.00	1,600.00		
	Packing Tape Brown	piece	50	38.00	1,900.00		
	Record Book 300pp	piece	20	84.00	1,680.00		
	ID Case Holder	piece	100	15.00	1,500.00		
	Sign Pen	piece	20	75.00	1,500.00		
	Clip Binder Big	box	20	28.00	560.00		
	Clip Binder Small	box	20	15.00	300.00		
	Scotch Tape # 1	roll	50	30.00	1,500.00		
	Folder Long	piece	200	6.00	1,200.00		
	Folder Short	box	200	5.00	1,000.00		
	Tissue Big	piece	50	35.00	1,750.00		
	Brown Envelope Short	bottle	200	3.00	600.00		
	Ballpen Black	box	50	95.00	4,750.00		
	Certificate Holder Long	piece	50	48.00	2,400.00		
	Refill Ink Epson T6641 Black	bottle	50	325.00	16,250.00		
	Toner HP 78A (CE278A)	toner	5	2,975.00	14,875.00		
	Canon 810 Black	cart	10	975.00	9,750.00		
	Rubber Band	box	5	95.00	475.00		
	Portfolio	piece	50	15.00	750.00		
	Battery "AA"	pack	20	100.00	2,000.00		
	Bathroom Soap Big	piece	10	20.00	200.00		
	Garbage Bag XL	pack	20	120.00	2,400.00		
	Toilet Deodorizer 50g	piece	50	75.00	3,750.00		
	Toilet Cleaner 500ml	bottle	30	150.00	4,500.00		
	Dishwashing Liquid 250 ml	bottle	10	68.00	680.00		
	Bulb	piece	50	195.00	9,750.00		
	Total				186,870.00		

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: _____