



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 office supplies for PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

Name of Project	Procurement and delivery of various office supplies for PSA Guimaras PSO.
Reference	PR No. 2020-12-037
Location	Guimaras
Brief Description	Procurement and delivery of various office supplies for PSA Guimaras PSO.
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php 441,770.00
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 21, 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

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 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 office supplies for PSA Guimaras PSO.						
	LOT 1						
	BALLPEN, black, 0.5 point	piece	500	8.00	4,000.00		
	BALLPEN, blue, 0.5 point	piece	300	8.00	2,400.00		
	BALLPEN, red, 0.5 point	piece	200	8.00	1,600.00		
	BATTERY, 9v, blister pack	pack	10	100.00	1,000.00		
	BATTERY, AA, blister pack, 2's	pack	10	120.00	1,200.00		
	BATTERY, AAA, blister pack, 2's	pack	10	135.00	1,350.00		
	BLEACH, all-purpose, 1 gal	gal	10	190.00	1,900.00		
	BOND PAPER, A4	ream	200	225.00	45,000.00		
	BOND PAPER, legal	ream	200	245.00	49,000.00		
	BOND PAPER, letter	ream	200	235.00	47,000.00		
	CALCULATOR	piece	5	350.00	1,750.00		
	CARBON PAPER, legal size, 80-100 pcs	pack	3	760.00	2,280.00		
	CLIP, backfold, all metal, clamping: 19mm	box	20	20.00	400.00		
	CLIP, backfold, all metal, clamping: 25mm	box	20	23.00	460.00		
	CLIP, backfold, all metal, clamping: 32mm	box	20	32.00	640.00		
	CLIP, backfold, all metal, clamping: 50mm	box	20	78.00	1,560.00		
	COMB RING, black, plastic, 1 inch	piece	20	34.00	680.00		
	COMB RING, black, plastic, 1/2 inch	piece	50	13.00	650.00		
	COMB RING, black, plastic, 2 inch	piece	20	57.00	1,140.00		
	CORRECTION TAPE	piece	50	27.00	1,350.00		
	CR DEODORIZER, 50g	piece	15	39.00	585.00		
	CUTTER BLADE, refill, 10-12 pcs/tube	tube	10	25.00	250.00		
	CUTTER, big	piece	20	37.00	740.00		
	DETERGENT, cleaning powder, 1kg	pack	6	115.00	690.00		
	DISHWASHING LIQUID, 250-300 ml	bottle	15	100.00	1,500.00		
	DISWASHING SPONGE	piece	10	40.00	400.00		
	DOORMAT	piece	10	60.00	600.00		
	DUST PAN	piece	5	60.00	300.00		
	ENVELOPE, brown, legal	piece	200	3.50	700.00		
	ENVELOPE, expanded, with garter, colored	piece	50	16.00	800.00		
	ENVELOPE, plastic, colored, expanded, with handle/holder	piece	50	98.00	4,900.00		
	ERASER, pencil	box	100	8.00	800.00		

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)
	FACE MASK, disposable, 50/box	box	100	280.00	28,000.00		
	FASTENER, assorted color, plastic	box	30	40.00	1,200.00		
	FILING BOX, with cover	piece	50	255.00	12,750.00		
	FOLDER, brown, A4	piece	200	7.00	1,400.00		
	FOLDER, brown, legal	piece	300	8.00	2,400.00		
	FOLDING BED	piece	5	2,200.00	11,000.00		
	GARBAGE BAG, XXL	piece	150	11.00	1,650.00		
	GLASS CLEANER, 500 ml	bottle	10	180.00	1,800.00		
	GLUE, big, 120-150g	bottle	10	50.00	500.00		
	HAND SOAP, liquid, floral pink	bottle	10	150.00	1,500.00		
	INK, Epson 774, black	bottle	20	775.00	15,500.00		
	INK, Epson T6642, black	bottle	80	395.00	31,600.00		
	INK, Epson T6642, cyan	bottle	50	395.00	19,750.00		
	INK, Epson T6642, magenta	bottle	50	395.00	19,750.00		
	INK, Epson T6642, yellow	bottle	50	395.00	19,750.00		
	INSECTICIDE, Aerosol type	bottle	5	465.00	2,325.00		
	LAMINATING FILM, A4	pack	5	1,200.00	6,000.00		
	LIGHT BULB	piece	20	150.00	3,000.00		
	LIQUID SOSA, 500 ml	bottle	5	83.00	415.00		
	MURIATIC ACID, 4 liters	piece	2	285.00	570.00		
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10	25.00	250.00		
	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10	25.00	250.00		
	PAPER, board, cream/white color, unscented	pack	50	68.00	3,400.00		
	PENCIL, 12 pcs/box, No. 2	box	50	100.00	5,000.00		
	PHOTO PAPER, A4	pack	20	94.00	1,880.00		
	PILLOW	pack	5	360.00	1,800.00		
	SHOE LACE, round, black	piece	200	6.00	1,200.00		
	SIGN PEN, black, 0.3- 0.4 point	piece	360	37.00	13,320.00		
	SIGN PEN, blue, 0.3- 0.4 point	piece	360	37.00	13,320.00		
	SIGN PEN, green, 0.3- 0.4 point	piece	360	37.00	13,320.00		
	STAPLE WIRE, No. 15	box	30	68.00	2,040.00		
	STAPLE WIRE, No. 35	box	100	47.00	4,700.00		
	STAPLER, # 35, ordinary, with staple wire remover	piece	30	255.00	7,650.00		
	STICKER PAPER	pack	20	70.00	1,400.00		
	STICKY NOTE, 2x3	pad	20	16.00	320.00		
	TAPE DISPENSER	piece	10	200.00	2,000.00		
	TAPE, double-sided, 2 inch	piece	15	68.00	1,020.00		

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)
	TAPE, masking, 2 inch	piece	15	40.00	600.00		
	TAPE, transparent, 1 inch	piece	15	27.00	405.00		
	TAPE, transparent, 2 inch	piece	15	38.00	570.00		
	TISSUE, 2-ply	roll	100	17.00	1,700.00		
	TOILET BOWL CLEANER, 500 ml	bottle	8	180.00	1,440.00		
	TORNADO MOP	piece	2	1,600.00	3,200.00		
	TRAY, plastic	piece	10	70.00	700.00		
	WET WIPES, 80-100 pcs	pack	15	120.00	1,800.00		
	Total				441,770.00		

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: _____