



REQUEST FOR QUOTATION
RFQ # 2019-11-305


The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the **Supply and Delivery of Office Supplies, Janitorial Supplies, IT Supplies, Electrical Supplies, Furniture, Furniture Accessories, Office Equipment, Medical Equipment, Firefighting Equipment, and Cell Cards for the 4th Quarter.**

Name of Project	Office Supplies, Janitorial Supplies, IT Supplies, Electrical Supplies, Furniture, Furniture Accessories, Office Equipment, Medical Equipment, Firefighting Equipment, and Cell Cards for the 4th Quarter
Solicitation (If posted at the PhilGEPS)	0700-2019-11-057
Purchase Request No.	0700-2019-10-080A
Location	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Category A - Office Supplies for the 4th Quarter
Quantity	Refer to Page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php165,241.00
Contract Duration	5-10 working days after receipt of the Purchase Order
Date of Delivery	5-10 working days after receipt of the Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **19 November 2019, 5:00pm** through the address below, subject to the Terms and Conditions provided in this RFQ:

Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City

Attn.: Mr. Cayylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com


EDWINA M. CARRIAGA
R07 BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. **Bidders may quote for any or all lots and must quote all the items under a specific lot.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.

8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "**draw lots**" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - *Mayor's/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

- 1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
- 2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
- 3. Ensure to indicate the price for the whole lot and the unit price per unit.
- 4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
- 5. Ensure to check the “Compliance with Technical Specifications” Column.
- 6. Submit your bid in any of the following:
 - a. Sealed in an envelope, or
 - b. Email to psa07.rbac@gmail.com only
- 7. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	CATEGORY A Office Supplies for the 4th Quarter with the following technical specifications:	Lot	1	165,241.00			()	()
1.1	ARCH FILE FOLDER for legal size docs., spine, 2 rings, lockable front cover, finger pull hole, 3", color: navy blue	pc	4	170.00				
1.2	ARCH FILE FOLDER for A4 size docs, Large Lever with Ring Binder, color: BLUE	pc	10	110.00				
1.3	BALLPEN, black, good quality	pc	342	10.00				
1.4	BALLPEN, blue, good quality	pc	260	10.00				
1.5	BALLPEN, red, good quality	pc	60	10.00				
1.6	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	80.00				
1.7	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	11	80.00				
1.8	BOX, corrugated/collapsible box, continuous cover, with hand holes, brown, good quality	pc	119	100.00				
1.9	CORRECTION TAPE, film base type, 6m min	pc	37	25.00				
1.10	DATA FILE BOX with detached cover for legal size documents and with PSA logo (approximately 16x7-1/4x10 inches – LxWxH), YELLOW color	pc	30	350.00				

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							YES	NO
1.11	ENVELOPE, mailing, white, 70gsm (500pcs/box)	box	1	450.00				
1.12	ENVELOPE, mailing, window, 500pcs/box	box	1	600.00				
1.13	ERASER, RUBBER, B40, for pencil draft/writing, dust free, good quality	pc	280	15.00				
1.14	FOLDER, with tab, SHORT (ordinary white), 100pc/pack	pack	1	10.00				
1.15	FOLDER, with tab, LONG (ordinary white), 100pc/pack	pack	10	15.00				
1.16	FOLDER, pressboard/expanded, long, green color	pc	50	25.00				
1.17	FOLDER, pressboard/expanded, long, blue color	pc	50	25.00				
1.18	FOLDER, pressboard/expanded, long, orange color	pc	10	25.00				
1.19	FOLDER, pressboard/expanded, long, yellow color	pc	50	25.00				
1.20	FOLDER, pressboard/expanded, long, violet color	pc	100	25.00				
1.21	FOLDER, TAGBOARD, for A4 size documents (ordinary, kraft folder), 100 pcs. / pack	pack	3	400.00				
1.22	GLUE PEN, washable, dual tip pen, 29.5 ml	pc	10	50.00				
1.23	ID jacket, PVC, 15X10cm	pc	100	13.00				
1.24	ID sling, color: blue, flat	pc	200	15.00				
1.25	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	6	55.00				
1.26	LAMINATING FILM, 100 sheets/pack (A4)	pack	2	1,100.00				
1.27	NOTARIAL SEAL #24 size: 54mm (2-1/8), gold, 10 boxes/pack	pack	10	350.00				
1.28	PAGE MARKER, stick-on, 1/2"x2", 100 sheets/pad, 5 pads/pack, assorted color	pack	10	30.00				
1.29	PAPER, mimeograph, subs, 18, 8.5x13"	piece	20	185.00				

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							YES	NO
1.30	PAPER, mimeograph, subs, 18, 8.5x11"	piece	9	142.00				
1.31	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	ream	10	250.00				
1.32	PAPER, MULTICOPY, 80gsm, size: 215.9mm x 279.40mm (short)	ream	30	200.00				
1.33	PAPER, Multi-Purpose (COPY) SHORT, 70 gsm	ream	150	160.00				
1.34	PAPER, Multi-Purpose (COPY) LONG, 70 gsm	ream	70	200.00				
1.35	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	125	180.00				
1.36	PAPER, sticker, 10's, long, white, matte/non-glossy	pack	13	45.00				
1.37	PAPER, Specialty Paper, short, 10s/pack, white	pack	7	30.00				
1.38	PAPER, Special paper, long size, 10's/pack, white	pack	16	50.00				
1.39	PVC ID Card Maker, A4 size	set	5	1,200.00				
1.40	RING BINDER, 80 rings, plastic, 1" x 1.12m	pc	14	25.00				
1.41	RING BINDER, 80 rings, plastic 1/2" x 1.12m	pc	24	18.00				
1.42	RING BINDER, 80 rings, 1/4" x 1.12m	pc	4	14.00				
1.43	SHARPENER, single hole, metal, good quality	pc	180	25.00				
1.44	SHARPENER, single hole, plastic	pc	75	2.00				
1.45	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pc	235	50.00				
1.46	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pc	75	50.00				
1.47	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	pc	60	50.00				
1.48	TAPE, double sided, 1"x50 mtrs.	roll	11	50.00				
1.49	TAPE, duct, gray, 2" heavy duty	roll	3	250.00				
1.50	TAPE, transparent, width: 48mm (±1mm), 50 meters	roll	21	35.00				

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							YES	NO
1.51	TAPE, transparent, width: 24mm (±1mm), 50 meters	roll	20	20.00				
	Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement							
	Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.							
	TOTAL AMOUNT IN WORDS : _____ _____							

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature_____

Position: _____

Name of Company _____

TIN #: _____ (Please specify if VAT or NON-VAT)

Address: _____ Email Address:_____

Fax No. _____. Tel No.: _____ Cellphone No._____

Date: _____