



REQUEST FOR QUOTATION
 RFQ # 0761-RFQ2024-09-055
 19 September 2024


The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the **Procurement of Lot 3: Office Supplies in the conduct of 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) of Siquijor Province.**

Name of Project	2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) of Siquijor Province
Solicitation (If posted at the PhilGEPS)	0700-2024-09-116
Purchase Request No.	PR #0761-2024-09-026
Location	PSA-Siquijor Provincial Statistical Office, 3/F Siquijor Business and Convention Center Building, Poblacion, Siquijor, Siquijor
Brief Description	Office Supplies and Consumables
Quantity	Please see Page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php 11,160.00
Contract Duration	05-07 working days after receipt of Purchase Order (PO)
Date of Delivery	05-07 working days after receipt of Purchase Order (PO)

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 24 September 2024, 05:00 PM** through the address **3/F Siquijor Business and Convention Center, Poblacion, Siquijor, Siquijor.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms. Rizalyn Teodora Postrado** at telephone nos. **(035) 542 - 5239/ (035) 542 - 5371.**


ERIC L. BALIOS
 SS II - Siquijor/ BAC Member

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 be 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.

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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 “drawlots” 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 issuance of Purchase Order/Contract:

- *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. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.

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.

<p>Note: Place of Delivery</p> <p>JOSELITO C. MAGHANOY Supervising Statistical Specialist Officer-in-Charge Philippine Statistics Authority, Siquijor Provincial Statistical Office 3/F Siquijor Business and Convention Center, Poblacion, Siquijor, Siquijor</p>						()	()
<p>Other Requirements:</p>							
<p>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</p>						()	()
<p>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</p>						()	()
<p>TOTAL AMOUNT IN WORDS :</p> <p>_____</p> <p>_____</p>							

Other Requirements:

<p>Terms of Payment:</p> <p><i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>

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: _____