

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 Siguijor 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 <u>24 September 2024, 05:00 PM</u> through the address <u>3/F Siguijor Business and Convention Center, Poblacion, Siguijor, Siguijor.</u>

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.



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 qoute 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.

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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. Accomplish this form correctly and accurately.
- 4. Do not alter the contents of this form in any way.
- 5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 6. Ensure to indicate the price for the whole lot and the unit price per unit.
- 7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
- 8. Ensure to check the "Compliance with Technical Specifications" Column.
- 9. Submit your bid sealed in an envelope.
- 10. 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)	Tech Specifi	nnce with nnical cations e check)
	Conduct of 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) of Siquijor Province			11,160.00			YES	NO
	Category 3: Office Supplies in the conduct of 2024 FLEMMS	LOT	1	11,160.00			()	()
1.1	PENCIL , lead/graphite, with eraser, one (1) dozen per box	box	2	130.00			()	()
1.2	SHARPENER, plastic, single for pencil with lead No. 2	рс	20	10.00			()	()
1.3	Eraser , Dimension: (W x H x L) 4.69in x 1in x 5in, Color: White	рс	20	10.00			()	()
1.4	Notebook , 80 leaves, Non-spring, plain color (no celebrity covers)	рс	20	20.00			()	()
1.5	Permanent Marker , black, long-lasting, non-fading, marker tip: extra fine	рс	20	50.00			()	()
1.6	Plastic Envelope with handle, long size, ordinary, various colors	рс	20	60.00			()	()
1.7	Bondpaper, A4 , 500 sheets per ream, 70 GSM	ream	10	250.00			()	()
1.8	Bondpaper, Legal size, 500 sheets, 70 GSM	ream	20	270.00			()	()

Note: Place of Delivery								
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						()	()
Other Requirements:								
Mode of Payment: SEND BILL Arrangement or 15- 30 working days after receipt of the billing statement.						()	()
Price qoutation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
TOTAL AMOUNT IN WORDS :								
Other Requirements:								1
Terms of Payment:								
Payment shall be made either through check or Land days after Submission of Billing/Statement of Account charged against the creditor's account.								
Payment Details: Banking Institution:								
Account Number:								
Account Name:								
After having carefully read and accepted your Terms and C	Conditions	s. I/We d	quote you on the i	tem at prices r	noted above.			
Printed Name of authorized representative/Signature				_				
Position:								
Name of Company								
TIN #: (Please specify	if VAT or	NON-	/AT)					
Address:Ei	mail Addre	ess:						
Fax No Tel No.:	Cellphon	e No						
Date:								