



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas

REQUEST FOR QUOTATION

RFQ # 2021-02-062

15 February 2021

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, Consumables and PPE Supplies for PhilSys Staff and Hired Personnel Involved in the Conduct of Step 1 Registration for PhilSys.**

Name of Project	Office Supplies, Consumables and PPE Supplies for PhilSys Staff and Hired Personnel Involved in the Conduct of Step 1 Registration for PhilSys
Solicitation (If posted at the PhilGEPS)	0700-2021-02-021
Purchase Request No.	PR #0761-2021-02-007
Location	Siquijor Business & Convention Center Siquijor
Brief Description	Category A- Office Supplies Supplies for PhilSys relative to the conduct of Step 1 Registration
Quantity	please refer to page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php32,730.00
Contract Duration	2 to 3 working days after the receipt of Purchase Order
Date of Delivery	2 to 3 working days after the receipt of Purchase Order

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 19 February 2021, 5:00 PM** through the address **Siquijor Business & Convention Center 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. **(035 344-2002/(035)480-9003.**


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. **If the procurement is done by lot, the bidder 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.

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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.

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)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Category A- OFFICE SUPPLIES for Philsys Step 1 Registration with the following technical specifications:	LOT	1	32,730.00			()	()
1.1	Correction tape, film base type, UL 6m min	piece	5	14.00			()	()
1.2	Specialty paper, short,90gsm color: pale cream (10 sheets/pack)	pack	5	40.00			()	()
1.3	Pencil, lead, w/eraser, wood cased, hardness, lead no. 2 (3pcs/pack)	pack	3	21.00			()	()
1.4	Tape, masking, width; 24mm (±1mm)	roll	5	55.00			()	()
1.5	Tape, packaging, brown, width: 48mm (±1mm)	roll	5	35.00			()	()
1.6	Tape, Transparent, width: 24mm (±1mm)	roll	5	20.00			()	()
1.7	Scissors, symmetrical, blade length; 65mm min	pair	5	45.00			()	()
1.8	Stapler, standard type, load cap:200 staples min	piece	3	177.00			()	()
1.9	Staple wire, standard, (26/6)	box	2	23.00			()	()
1.10	Staple Remover, plier-type	piece	3	25.00			()	()
1.11	Tape Dispenser, table top, for 24mm width tape	piece	3	56.00			()	()
1.12	File storage box with lid, size:Legal dimension: 15x12x10 inches	piece	5	350.00			()	()
1.13	Bond paper, A4, 80 gsm	ream	50	250.00			()	()

1.14	Bond paper, short size, 80 gsm	ream	50	250.00			()	()
1.15	Ballpen, black, liquid or gel, 0.5 mm, needle type	piece	12	6.00			()	()
1.16	Ballpen, red, liquid or gel, 0.5 mm, needle type	piece	5	6.00			()	()
1.17	Clipboard, FC/long, hard acrylic plastic	piece	5	75.00			()	()
1.18	Puncher, heavy duty, 30 sheets of 70gsm multipurpose paper, with two-hole guide, diameter of hole:7mm (approx.)	piece	3	200.00			()	()
1.19	Fastener, for paper, metal, non-corroding, able to hold 25mm thick of multipurpose paper(70gsm), 70mm between prongs	box	10	50.00			()	()
1.20	Record book, 300 pages, basis weight 35 gsm (-5%), 0.007 mm thickness, 205mm x 265 mm in size	piece	5	70.00			()	()
1.21	Rubber Band, 1.00 mm (min thickness)	box	5	25.00			()	()
1.22	Trash bag, made of polyethylene (PE) plastic, black, Medium	piece	20	35.00			()	()
1.23	PVC ID Card sheet, A4	box	1	1,300.00			()	()
	Note: Project Sites/Place of Delivery Aurelia M. Canda Chief Statistical Specialist PSA Siquijor Provincial Office 3rd Floor Siquijor Business and Convention Center, Poblacion Siquijor, Siquijor 6225						()	()
	Mode of Payment: SEND BILL Arrangement or within thirty (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:

Terms of Payment:

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.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

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: _____