



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

REQUEST FOR QUOTATION

RFQ # 2020-12-424

14 December 2020

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Supply and Delivery of Office Appliances and Equipment for the New Normal Operations.**

Name of Project	Office Appliances and Equipment for the New Normal Operations
Solicitation (If posted at the PhilGEPS)	0700-2020-12-110
Purchase Request No.	0700-2020-11-083B
Location	PSA-RSSO 7, Gaisano South Bldg., Colon St., Cebu City
Brief Description	Office Appliances and Equipment for the New Normal Operations
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php134,000.00
Contract Duration	2 working days after the receipt of P.O
Date of Delivery	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **18 November 2020, 12:00 N.N** 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. Caylord 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. 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.

PHILIPPINE STATISTICS AUTHORITY

Region 7 – Central Visayas

REQUEST FOR QUOTATION

Page 2

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*
 - *Income/Business Tax Return (for ABCs above P500K)*
 - *Omnibus Sworn Statement (for ABCs above P50K)*
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	Office Appliances and Equipment for the New Normal Operations	lot	1	134,000.00			()	()
1.1	Universal adjustable TV LCD LED Wall Mount Bracket	pc	1	500.00			()	()
1.2	Microphone Stand with boom	pc	2	3,000.00			()	()
1.3	Wet and Dry Vacuum , made of ABS plastic, 20L capacity, Includes washable cloth bag and HEPA filter , 1400W, 220-240V, 50-60Hz, Measurements: L 32.5 x W 32 x H 40 cm	pc	5	5,000.00			()	()
1.4	Conference microphone, gooseneck, with a functional desktop base, Fully adjustable gooseneck, on/off button on the base, Requires 2 x AAA Batteries, With 5m mic cable (XLR mic cord end), Gooseneck mic length: 54 cm, Base size: 11.5 x 14 x 4.5 cm, Snap-fit foam windscreen, Suitable for paging, broadcasting, meetings etc., Frequency range: 60Hz~16kHz, Output impedance: 75Ω±30% (at 1kHz), Sensitivity: -30dB±3dB (0dB=1V/Pa at1kHz), Polar	pc	12	2,000.00			()	()

	<i>pattern: cardioid, Power: DC 1.5V/48V, Power indicator: red indicator 20-80cm, Back electret condenser unit, High sensitivity and low noise, Standard XLR balanced output, Operating voltage: phantom power 48V or 3V or battery (2pcs AA batteries)Included, Metal chassis, Dimensions(WxHxD): 444 mm x 130 mm x 500 mm (17.5" x 5.1" x 19.7"), Net Weight: 6.8 kg (15.0 lbs.)</i>							
1.5	<i>Table microphone Adjustable table mic stand with mic clip, 5/8 male to 3/8 female screw for Blue Yeti Snowball Spark and other microphones , Height: Approx. 8"/20cm, Material: Iron Base & Shaft; Hard Plastic Microphone Clip</i>	pc	2	2,500.00			()	()
1.6	<i>16-Channel Mixing Console, Max. 10 Mic / 16 Line Inputs (8 mono + 4 stereo), 4 GROUP Buses + 1 Stereo Bus, 4 AUX (incl. FX), "D-PRE" mic preamps with an inverted Darlington circuit, 1-Knob compressors, High-grade effects: SPX with 24 programs , 24-bit/192kHz , in/2out USB Audio functions, Lightning to USB Camera Adapter, Includes Cubase AI DAW software download version, PAD switch on mono inputs, +48V phantom power, XLR balanced outputs, Internal universal power supply for world-wide use, Rack Mount Kit Included, Metal chassis, Dimensions(WxHxD): 444 mm x 130 mm x 500 mm (17.5" x 5.1" x 19.7"), Net Weight: 6.8 kg (15.0 lbs.)</i>	pc	1	14,000.00			()	()
1.7	<i>2PCS Studio Lighting Softbox 50 * 70cm Photography Kit with 2m Light Stand and 45w Light Bulb</i>	pc	1	2,500.00			()	()
1.8	<i>Megaphone, with Siren, Speak, Whistle Switch, and Power: 25W, With shoulder strap, Metal and ABS Construction, Detachable anti-howl mic on coiled lead with on-off switch and volume control, Powered by 8pcs C type Batteries or 12V Lithium Rechargeable batt. Or 12V DC Car Adapter, Free Lithium Rechargeable Battery, Range: 35meters depending on operating conditions, External power source: DC8-13.8V.</i>	pc	2	3,500.00			()	()
1.9	<i>Emergency Light, Lamp settings: 1 Head (12 pcs. Bright LED), 2 Head (24 pcs. Bright LED), Automatically lights up during power failure, Overcharge and over-discharge protection circuit, Built-in AC charger , -10°C to 40°C Environment temperature, < 90% relative humidity, Battery test switch, External safety fuse ,3.5 inches dome reflector for wider light distribution ,Operating Voltage: 220V -240V AC 50/60Hz, Battery Type: 6V 4.5Ah Sealed Lead Acid Battery, Charging Time: 20 - 24 Hours, Usage Duration: 32 Hours - 1 Head,17 Hours - 2 Head , Response Time: < 0.1 Second</i>	pc	7	1,500.00			()	()
1.10	<i>Biometric Attendance System, Built-in Back up Battery, Fingerprint Capacity: 1000 (2000 without SSR), RFID Card Capacity: 1000, Record Capacity: 80,000, 2.8-inch</i>	pc	5	3,000.00			()	()

	TFT screen Time Attendance & Simple Access Control Terminal, Standard Functions: Word Code, SMS, DST, Self-Service Query, Automatic Status Switch, Scheduled-bell, T9 Input, 9 Digit User ID, Built-in Batter, Simple Access Control or External Bell, Communication: TCP/IP, USB Host, Power Supply: 12V DC 3A, 1 Year Warranty							
1.11	Electric Stand Fan, 16" Precision angled, plastic blades, Adjustable height, 3 Speed push button Control, 220 V	pc	5	2,500.00			()	()
1.2	Wall Fan, 12" (457mm) , Banana fan plastic blade, Motor:90W, 3 speed, Fan speed : 1,425 RPM, Thermal Cut off Fuse for Fire Prevention.	pc	6	2,000.00			()	()
	<u>Other requirements:</u>							
	<u>Mode of Payment:</u> SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.						()	()
	<u>Price quotation/s validity:</u> 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: _____