REQUEST FOR QUOTATION
RFQ # 2020-12-416
11 December 2020

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, *__Shopping__* for the *__Additional Supplies for Philippine Identification System (PhilSys) for Registration of PSA Negros Oriental Provincial Office.__*

Name of Project	Additional Supplies for PhilSys for Registration
Solicitation *(If posted at the PhilGEPS)*	0700-2020-12-108
Purchase Request No.	0746-2020-11-0042
Location	Dumaguete City
Brief Description	CATEGORY B: CONSUMABLES
Quantity	Please see page 3 of the RFQ
Approved Budget for the Contract (ABC)	56,700.00
Contract Duration	5-10 days upon receipt of the PO
Date of Delivery	5-10 days upon receipt of the PO

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **16 December 2020, 05:00 PM** through the address below**,** subject to the Terms and Conditions provided in this RFQ:

> *Region 7Bids 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. Jomuad/ 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 the items.**
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 *"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 payment:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *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
	Additional Supplies for Philippine Identification System (PhilSys) for Registration of PSA Negros Oriental Provincial Office.							
1	**CATEGORY B: CONSUMABLES**	**lot**	**1**	**56,700.00**			( )	( )
1.1	Ink Refill for Registration Kit Printer Description: Pigment ink,774 black	pc	63	900.00			( )	( )
	Note: Shipping Fee must be included						( )	( )
	Note: Project Site / Place of delivery: Negros Oriental Engr. Ariel T. Fortuito Chief Statistical Specialist PHILSYS Registration Center Lorenzo Bldg. (beside BSP) Daro Highway, Dumaguete City						( )	( )
	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: _____