



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1b (Shopping) for the "Procurement of Office Supplies & Equipment to replenish the stocks used in the conduct of the Third Quarter 2023 Various Statistical Survey Operation of PSA Guimaras Provincial Statistical Office". Details of the project is as follows:

Name of Project	Procurement of Office Supplies & Equipment to replenish the stocks used in the conduct of the Third Quarter 2023 Various Statistical Survey Operation of PSA Guimaras Provincial Statistical Office.
Reference	PR No. 2023-0679-11-099
Location	Guimaras
Brief Description	Procurement of Office Supplies & Equipment to replenish the stocks used in the conduct of the Third Quarter 2023 Various Statistical Survey Operation of PSA Guimaras Provincial Statistical Office.
Quantity	Lot 1 & Lot 2
Approved Budget for the Contract (ABC)	Lot 1 - Php 43,339.00 & Lot 2 Php6 1,851.00=Php 105,190.00
Contract Duration	30 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 10:00 A.M. of December 5, 2023 to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat/Sub-TWG at Tel. No. (033) 335-0316 or (033) 335-0907.


WILLIAM G. JARO
BAC Chairperson

Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
7. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
8. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specify country of origin)
	Procurement of Office Supplies & Equipment to replenish the stocks used in the conduct of the Third Quarter 2023 Various Statistical Survey Operation of PSA Guimaras Provincial Statistical Office.							
Lot 1	BALLPEN , black, 0.4, 12pcs/box	box	20	76.00	1,520.00			
	BALLPEN , black, 0.5, 12pcs/box	box	35	77.00	2,695.00			
	BINDER CLIP , 1" 25mm, 12 pcs/ box	box	5	40.00	200.00			
	BOND PAPER , A4 S20, 70gsm	ream	35	230.00	8,050.00			
	BOND PAPER , legal, S20, 70gsm	ream	10	250.00	2,500.00			
	CORRECTION TAPE , 8m, 9mmx8mm	piece	10	35.00	350.00			
	ELECTRICAL TAPE , big, 0.16mm x 19mm x 16m, black	roll	5	25.00	125.00			
	ENVELOPE , long, brown	piece	10	5.00	50.00			
	ENVELOPE , plastic, colored, legal, expanding with handle/holder	piece	40	98.00	3,920.00			
	ENVELOPE , short, brown	piece	10	3.00	30.00			
	EPSON INK , black, 003	piece	8	385.00	3,080.00			
	EPSON INK , cyan, 003	piece	8	385.00	3,080.00			
	EPSON INK , magenta, 003	piece	8	385.00	3,080.00			
	EPSON INK , yellow, 003	piece	8	385.00	3,080.00			
	GLUE , 130 grams	bottle	5	45.00	225.00			
	HIGHLIGHTER PEN , assorted color	piece	10	35.00	350.00			
	HP INK , GT53, black	bottle	10	350.00	3,500.00			
	NOTEBOOK , 80 leaves	piece	10	40.00	400.00			
	PAPER CLIP , 33mm	box	10	20.00	200.00			
	PENCIL , #2, 12pcs/box	box	30	135.00	4,050.00			
	PHOTO PAPER , A4, glossy, 10 pcs/pack	pack	30	80.00	2,400.00			
	SCISSOR , big	piece	7	50.00	350.00			
	STAPLER , # 35	piece	2	52.00	104.00			
					43,339.00			
Lot 2	ALCOHOL , isoprophyl 70% solution, 500 ml	bottle	35	98.00	3,430.00			
	BROOM , Walis Tambo	piece	10	130.00	1,300.00			
	DEODORIZER , 100 grams, with holder	piece	50	66.00	3,300.00			
	DISHWASHING SPONGE	piece	20	50.00	1,000.00			
	DISHWASHNG LIQUID , 500 ml	bottle	10	125.00	1,250.00			
	DISINFECTANT SPRAY , 510 grams	bottle	30	450.00	13,500.00			
	DOOR KNOB , kwikset, 405DL, 5 Antique Brass Delta Entry Lever	piece	2	700.00	1,400.00			
	DOORMAT	piece	20	7.00	140.00			
	DUST PAN , stainless	piece	10	126.00	1,260.00			
	EXTENSION CORD , heavy duty, 4 gang, 6m	piece	5	350.00	1,750.00			
	GLASS CLEANER SPRAY , 500 ml	bottle	10	180.00	1,800.00			
	MULTI INSECT KILLER , water based, 330 gram	bottle	10	427.00	4,270.00			
	MURIATIC ACID , 1 liter	liter	5	125.00	625.00			
	SACK	piece	100	7.00	700.00			
	SANITIZING GEL , 60 ml	bottle	40	40.00	1,600.00			
	SURGICAL MASK , disposable, 3-ply, 50 pcs/box	pack	20	35.00	700.00			
	TISSUE , 12 rolls per pack	pack	30	120.00	3,600.00			
	TOILET BOWL CLEANER , 1 liter	bottle	20	307.00	6,140.00			

TOILET BRUSH	piece	20	174.00	3,480.00			
TORNADO MOP	piece	3	1,502.00	4,506.00			
TRASH BAG, plastic, black, large, 10 pcs/pack	pack	25	35.00	875.00			
TRASH BAG, plastic, black, medium, 10 pcs/pack	pack	25	33.00	825.00			
WET WIPES, 80 pcs/pack	pack	40	110.00	4,400.00			
				61,851.00			
Terms of Delivery: 30 Days							
				TOTAL = 105,190.00			

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name/Signature/Position

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____