



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

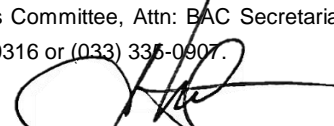
REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Bids and Awards Committee (BAC) will undertake Negotiated Procurement under Section 52.1 b.(Shopping) for the "Procurement of Regular Office Supplies for the 3rd and 4th Quarter 2023 of PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

Name of Project	Procurement of Regular Office Supplies for the 3rd and 4th Quarter 2023 of PSA Iloilo Provincial Statistical Office
Reference	PR No: 2023-0630-11-127
Location	Iloilo City
Brief Description	Procurement of Regular Office Supplies for the 3rd and 4th Quarter 2023 of PSA Iloilo Provincial Statistical Office
Quantity	4 Lot
Approved Budget for the Contract (ABC)	Php347,700.00
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 09:00 A.M. on November 30, 2023 to be opened on the same day at 10:00 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 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 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 Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, **submit, together with your quotation the photocopy of you PhilGeps Registration, DTI/SEC Registration Municipal and Business Permit and Omnibus Sworn Statement.**
- 7 Prospective Bidder may bid for one (1) Lot only or for both Lots.
- 8 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. PSA may require the bidder to submit sample of the item for evaluation.
- 9 Price should be valid for forty-five (45) calendar days after the deadline of submission of quotation;
- 10 The PSA reserves the right to reject any 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)
	Regular Office Supplies for the 3rd and 4th Quarter 2023 of PSA Iloilo Provincial Statistical Office							
LOT 1	OFFICE SUPPLIES PAPER, Multicopy, 70 gsm, Legal, 500 sheets per ream PAPER, Multicopy, 70 gsm, Short, 500 sheets per ream PAPER, Multicopy, 70 gsm, A4, 500 sheets per ream Signpen Black Ballpen, 0.5, black PENCIL, lead/graphite, w/ERASER, plastic/rubber, No. 2 ERASER, plastic/ rubber RECORD BOOK, 300 pages Permanent Marker, Black Folder, White, Long TAPE, packaging, 48 mmx 2" TAPE, masking, 24mm TAPE, transparent, 24mm Expanded Envelope, Brown, Long Brown Envelope, Long Certificate Holder, A4 Photopaper, Glossy, A4 Laid Paper, A4, Cream Board Paper, 8.5 inch x 13 inch STICKY NOTE PAD, Assorted Color	rm rm rm pc pc pc pc bk pc pc roll roll roll pc pc pc pc pck pck pc pad	200 50 200 50 1000 1500 1000 200 20 1000 50 50 50 250 200 150 50 1000 500 50	235.00 210.00 220.00 30.00 7.00 8.00 8.00 90.00 40.00 7.00 35.00 20.00 20.00 15.00 5.00 45.00 70.00 5.00 5.00 30.00	47,000.00 10,500.00 44,000.00 1,500.00 7,000.00 12,000.00 8,000.00 18,000.00 800.00 7,000.00 1,750.00 1,000.00 1,000.00 3,750.00 1,000.00 6,750.00 3,500.00 5,000.00 2,500.00 1,500.00			
					183,550.00			
LOT 2	JANITORIAL SUPPLIES Toilet Diodorizer, with Handle Toilet Bowl Cleaner, 500ml, Garbage bag, Medium, Plastic, Black, 25 pcs. per Pack Garbage bag, XL, Plastic, Black, 10 pcs. Per pack Garbage bag, XXL, Plastic, black, 10 pcs. Per pack Dishwashing Liquid, Lemon, Plastic Bottle, 250 ml Dishwashing Paste, Anti-bacterial, 400 gms, Rag cotton, Doormat Tissue Paper, 2 Ply Air Freshener Brush, Long wood or plastic Handle, for scrubbing of floor Brush, plastic, for laundry	pcs bot pack pack pack bot bot pc pc bot pc pc pc	20 10 5 50 30 10 20 15 100 10 3 3	100.00 175.00 60.00 70.00 80.00 60.00 55.00 60.00 15.00 260.00 250.00 100.00	2,000.00 1,750.00 300.00 3,500.00 2,400.00 600.00 1,100.00 900.00 1,500.00 2,600.00 750.00 300.00			
					17,700.00			
LOT 3	ICT CONSUMABLE SUPPLIES Ink Genuine for Epson Eco Tank Printers L3110 Model: 003 Color: Black Ink Genuine for Epson Eco Tank Printers L3110 Model: 003 Color: Yellow LaserJet Toner Cartridge Model W2040A HP 416A Color: Black HP Printer Genuine LaserJet Toner Cartridge Model W2041A HP 416A Color: Cyan HP Printer Genuine LaserJet Toner Cartridge Model W2042A HP 416A Color: Yellow HP Printer Genuine LaserJet Toner Cartridge Model W2043A HP 416A Color: Magenta HP Printer Genuine	bot bot pc pc pc pc	50 30 5 3 3 3	270.00 280.00 5,500.00 7,200.00 7,200.00 7,200.00	13,500.00 8,400.00 27,500.00 21,600.00 21,600.00 21,600.00			
					114,200.00			
LOT 4	DIGITAL DUPLICATOR CONSUMABLE SUPPLIES Digital Duplicator Ink Full automatic (1000 ml/cartridge) Geniune Ink for RISO SF 5130 E II A Model	pc	15	1,750.00	26,250.00			

Digital Duplicator Master Full automatic (Legal: approx. 250 sheets per roll) Disposal capacity: approx. 100 sheets Geniune Ink for RISO SF 5130 E II A Model	pc	2	3,000.00	6,000.00	_____	_____	_____
Place of Delivery: PSA Iloilo Provincial Statistical Office, 2nd Floor J. Villanueva Building, Barangay President Roxas, Iznart Street, Iloilo City, Iloilo, Philippines 5000				32,250.00			
TOTAL				347,700.00			

_____ Printed Name/Signature/Position

Date: _____

_____ Name of Company

Tel. No.: _____

Fax No: _____

_____ Address

Email Address: _____