



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 Office Supplies for (Philippine Identification System) PhilSys Pre-Registration of PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

<b>Name of Project</b>	Procurement of Office Supplies for (Philippine Identification System) PhilSys Pre-Registration of PSA Iloilo Provincial Statistical Office
<b>Reference</b>	PR No.:2020-10-111
<b>Location</b>	Iloilo City
<b>Brief Description</b>	Procurement of Office Supplies for (Philippine Identification System) PhilSys Pre-Registration of PSA Iloilo Provincial Statistical Office
<b>Quantity</b>	5 Lots
<b>Approved Budget for the Contract (ABC)</b>	Php384,746.00
<b>Contract Duration</b>	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 23, 2020 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 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)
	<b>Office Supplies for (Philippine Identification System) PhilSys Pre-Registration of PSA Iloilo Provincial Statistical Office</b>						
	<b>Office Supplies</b>						
Lot 1	Paper, multicopy, 80 gsm, size: long	ream	25	250.00	6,250.00		
	Paper, multicopy, 80 gsm, size: A4	ream	25	215.00	5,375.00		
	Paper, multicopy, 80 gsm, size: Short	ream	25	205.00	5,125.00		
					<b>16,750.00</b>		
Lot 2	Ballpen, Black, 50 pcs	box	12	510.00	6,120.00		
	Ballpen, Red, 50 pcs	box	12	510.00	6,120.00		
	Certificate Holder, A4	pc	300	40.00	12,000.00		
	Correction Tape, film base type, UL 6m min	pc	300	18.00	5,400.00		
	Eraser Felt, for blackboard/whiteboard	pc	12	17.00	204.00		
	Marker, Whiteboard, black, felt tip, bullet type	pc	12	65.00	780.00		
	Marker, Whiteboard, blue, felt tip, bullet type	pc	12	65.00	780.00		
	Marker, Whiteboard, red, felt tip, bullet type	pc	12	65.00	780.00		
	Marker, Permanent, bullet type, black	pc	12	37.00	444.00		
	Marker, Permanent, bullet type, blue	pc	12	37.00	444.00		
	Marker, Permanent, bullet type, red	pc	12	37.00	444.00		
	Notebook, Stenographer, Spiral, 40 leaves	pc	326	20.00	6,520.00		
	Specialty Paper, 10 sheets	pc	33	60.00	1,980.00		
	Pencil, lead w/ eraser, wood cased, hardness: HB	box	28	80.00	2,240.00		
	Staple Wire, Standard (26/6)	box	20	45.00	900.00		
	Tape, Masking, width: 24mm (±1mm)	roll	50	23.00	1,150.00		
	Tape, Packaging, width: 48mm (±1mm)	roll	50	30.00	1,500.00		
	Tape, Transparent, width: 24mm (±1mm)	roll	50	22.00	1,100.00		
	Scissor, symmetrical, blade length: 65mm min	pair	4	70.00	280.00		
	Stapler, Standard Type, load cap: 200 staples	pc	4	1,850.00	7,400.00		
	Staple Remover, Plier-type	pc	4	65.00	260.00		
	Tape Dispenser, Table Top, for 24mm width tape	pc	44	100.00	4,400.00		
	Toilet Tissue Paper, 2-plys sheets, 150 pulls	pack	15	50.00	750.00		
					<b>61,996.00</b>		
Lot 3	Sticker Paper, 10 Sheets per pack, Matte	pack	1400	60.00	84,000.00		
					<b>84,000.00</b>		
Lot 4	Gloves, Nitrile, Disposable, Non-Sterile, Latex, Powder-Free, Ambidextrous, Rolled Bead Cuff, Finger Textured, 100 pc/box	box	200	750.00	150,000.00		
					<b>150,000.00</b>		
Lot 5	Surgical Mask, Disposable Earloop, 3-ply, Wired, 50pc/box	box	400	180.00	72,000.00		
					<b>72,000.00</b>		
	<b>TOTAL</b>				<b>384,746.00</b>		

Printed Name/Signature/Position

Name of Company

Address

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_