



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 Regional Office Bids and Awards Committee (RO-BAC) will undertake Shopping under Section 52.1b (Shopping) for the "Procurement and delivery of various office supplies for PSA Negros Occidental Provincial Statistical Office." Details of the project is as follows:

Name of Project	Procurement and delivery of various office supplies for PSA Negros Occidental PSO.
Reference	PR No. 2020-08-55
Location	Bacolod City
Brief Description	Procurement and delivery of various office supplies for PSA Negros Occidental PSO.
Quantity	Stated in the bid form
Approved Budget for the Contract (ABC)	Php 63,710.00
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 9:00 A.M. of August 28, 2020, 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 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)
	Procurement and delivery of various office supplies for PSA Negros Occidental PSO.						
LOT 1	Long Size Bond Paper 80gsm	ream	50	250.00	12,500.00		
	A4 Size Bond Paper 80 gsm	ream	50	280.00	14,000.00		
	Staple Wire #10	box	30	30.00	900.00		
	Staple Wire #35	box	30	45.00	1,350.00		
	Packaging Tape 2 inch	roll	20	40.00	800.00		
	Transparent Tape 1 inch	roll	20	25.00	500.00		
	Correction Tape 8m	roll	20	30.00	600.00		
	Binder Clip 32mm	box	20	30.00	600.00		
	Binder Clip 25mm	box	20	40.00	800.00		
	Window Mailing Envelope	box	3	120.00	360.00		
	Folder Long White	ream	6	550.00	3,300.00		
	Permanent Marker Fine	box	2	360.00	720.00		
	Paper Clip vinyl coated 33mm	box	15	15.00	225.00		
	Sign Pen Black point 5	piece	20	35.00	700.00		
	Sign Pen Blue point 5	piece	10	40.00	400.00		
	Sign Pen Red point 5	piece	10	40.00	400.00		
	Ballpen Finepoint Black	piece	40	8.00	320.00		
	Ballpen Finepoint Blue	piece	20	8.00	160.00		
	Ballpen Finepoint Red	piece	20	8.00	160.00		
	Round Cord	roll	20	60.00	1,200.00		
	Expandable Envelope long	piece	20	20.00	400.00		
	Liquid Glue 130 ml	bottle	15	60.00	900.00		
	Cutter Big	piece	15	60.00	900.00		
	Scissor Big	piece	15	60.00	900.00		
	WhiteBoard Marker Red	box	2	300.00	600.00		
	Total				43,695.00		
LOT 2	Alcohol 500 ml 70% Ehtyl	bottle	60	90.00	5,400.00		
	Total				5,400.00		
LOT 3	Air Freshener aerosol 8.oz	can	3	195.00	585.00		
	Toilet Bowl Cleaner	bottle	9	150.00	1,350.00		
	Trash Bag 13x13x32	roll	20	250.00	5,000.00		
	Dishwashing Liquid	litre	8	60.00	480.00		
	Toilet Paper 12s 1 ply	pack	10	230.00	2,300.00		
	Detergent powder all purpose 500 gms	pack	15	160.00	2,400.00		
	Mop Handle	piece	5	200.00	1,000.00		
	Mop Head	piece	10	150.00	1,500.00		
	Total				14,615.00		
	Grand Total				63,710.00		

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

_____	Date: _____
Printed Name/Signature/Position	
_____	Tel. No.: _____
Name of Company	Fax No: _____
_____	Email Address: _____
Address	