



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 regular office supplies for PSA Negros Occidental Provincial Statistical Office." Details of the project is as follows:

<b>Name of Project</b>	Procurement and delivery of various regular office supplies for PSA Negros Occidental PSO.
<b>Reference</b>	PR No. 2020-11-
<b>Location</b>	Bacolod City
<b>Brief Description</b>	Procurement and delivery of various regular office supplies for PSA Negros Occidental PSO.
<b>Quantity</b>	Lot 1
<b>Approved Budget for the Contract (ABC)</b>	Php 243,455.00
<b>Contract Duration</b>	7 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 December 7, 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, 2<sup>nd</sup> 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>Procurement and delivery of various regular office supplies for PSA Negros Occidental PSO.</b>						
	<b>LOT 1</b>						
	Long Size Bond Paper 80gsm	ream	60	250.00	15,000.00		
	A4 Size Bond Paper 80 gsm	ream	85	280.00	23,800.00		
	Staple Wire #10	box	30	30.00	900.00		
	Stapler Big Size with Staple Remover	box	15	200.00	3,000.00		
	Staple Wire #35	box	50	45.00	2,250.00		
	Packaging Tape 2 inch	roll	20	40.00	800.00		
	Transparent Tape 1 inch	roll	20	25.00	500.00		
	Correction Tape 8m	roll	30	30.00	900.00		
	Binder Clip 32mm	box	18	30.00	540.00		
	Binder Clip 25mm	box	10	40.00	400.00		
	Window Mailing Envelope	box	5	120.00	600.00		
	Folder A4	ream	5	350.00	1,750.00		
	Folder Long	ream	5	550.00	2,750.00		
	Marker Flourescent	box	3	300.00	900.00		
	Whiteboard Marker	box	3	160.00	480.00		
	Permanent Marker Fine	box	3	360.00	1,080.00		
	Paper Clip vinyl coated 33mm	box	15	15.00	225.00		
	Eraser rubber white	piece	130	15.00	1,950.00		
	Sign Pen Black point 5	piece	30	35.00	1,050.00		
	Sign Pen Blue point 5	piece	20	40.00	800.00		
	Sign Pen Red point 5	piece	20	40.00	800.00		
	Ballpen Finepoint Black	piece	100	8.00	800.00		
	Ballpen Finepoint Blue	piece	40	8.00	320.00		
	Ballpen Finepoint Red	piece	40	8.00	320.00		
	Plastic Envelope, long w/handle	piece	200	80.00	16,000.00		
	Round Cord	roll	20	60.00	1,200.00		
	Plastic Fastener	box	20	30.00	600.00		
	Expandable Envelope long	piece	100	40.00	4,000.00		
	Puncher Big	box	10	300.00	3,000.00		
	Rubber Band Big	box	10	300.00	3,000.00		
	Expandable Folder Long	box	100	30.00	3,000.00		
	Cutter Big	piece	10	40.00	400.00		
	All Purpose Glue 130g	bottle	20	60.00	1,200.00		
	Scissor Big	piece	10	70.00	700.00		
	Calculator 12 Digit Solar Calculator AS-120	pc	10	400.00	4,000.00		
					<b>99,015.00</b>		

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	<b>LOT 2</b>						
	Alcohol 500 ml 70% Ehtyl	bottle	60	60.00	3,600.00		
	Disenfectant Spray	can	5	210.00	1,050.00		
	Air Freshener aerosol 8.oz	can	5	180.00	900.00		
	Broom soft	piece	3	180.00	540.00		
	Toilet Bowl Cleaner	bottle	9	150.00	1,350.00		
	Trash Bag 13x13x32	roll	50	240.00	12,000.00		
	Moth Balls	pack	10	70.00	700.00		
	Dishwashing Liquid	litre	10	80.00	800.00		
	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		
	Dishwashing Sponge	pc	20	40.00	800.00		
	Mop handle	pc	5	200.00	1,000.00		
	Trash Bin	pc	30	100.00	3,000.00		
					<b>30,440.00</b>		
	<b>LOT 3</b>						
	85 A Toner	cart	30	3,000.00	90,000.00		
	Epson 664 Black Ink	bottle	10	400.00	4,000.00		
	Epson 664 Cyan Ink	bottle	5	400.00	2,000.00		
	Epson 664 Magenta Ink	bottle	5	400.00	2,000.00		
	Epson 664 Yellow Ink	bottle	5	400.00	2,000.00		
	Epson 774 Black Ink	bottle	20	700.00	14,000.00		
					<b>114,000.00</b>		
	<b>Grand Total</b>				<b>243,455.00</b>		

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: \_\_\_\_\_