



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) 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 CRASD & SOCD, PSA Regional Statistical Services Office 6. Details of the project is as follows:

Name of Project	Procurement and delivery of various office supplies for CRASD & SOCD, PSA RSSO 6.
Reference	PR No. 2020-08-080
Location	Iloilo City
Brief Description	Procurement and delivery of various office supplies for CRASD & SOCD, PSA RSSO 6.
Quantity	Lot 1 & 2
Approved Budget for the Contract (ABC)	Php 186,761.00
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 September 15, 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 CRASD & SOCD, PSA RSO VI.						
	LOT 1 (Office & Janitorial Supplies)						
	Alcohol, Isopropyl 70% Solutions, 500ml	btl	40	100.00	4,000.00		
	Ballpen, Black 0.5	pc	72	7.00	504.00		
	Ballpen, Blue 0.5	pc	36	7.00	252.00		
	Ballpen, Red 0.5	pc	24	7.00	168.00		
	Battery, "AA" Alkaline, 2 pcs per pack	pack	30	200.00	6,000.00		
	Battery, "AAA" Alkaline, 2 pcs per pack	pack	40	128.00	5,120.00		
	Bond Paper, A4 S20	ream	84	230.00	19,320.00		
	Bond Paper, Long	ream	20	245.00	4,900.00		
	Bond Paper, Short S20	ream	30	210.00	6,300.00		
	Brown Envelope, Long	pc	1000	2.50	2,500.00		
	Cartolina, assorted colors	pc	20	13.00	260.00		
	Correction Tape	pc	10	30.00	300.00		
	Expanding Envelope with garter, Long (Brown)	pc	300	15.00	4,500.00		
	Envelope, mailing white, Long (S20, 70gsm)	box	1	485.00	485.00		
	Expanded Folder, Long (Green)	pc	600	29.00	17,400.00		
	Folder, Long	pc	1000	5.00	5,000.00		
	ID Lace	pc	50	30.00	1,500.00		
	Notebook, Cattleya Filler	pc	30	13.00	390.00		
	Scotch Tape, 1"	pc	10	21.00	210.00		
	Tape, Double Adhesive Tape 1"	pc	12	28.00	336.00		
	Mounting Tape 1"	pc	12	28.00	336.00		
	Tissue Paper, 2 ply	pc	30	20.00	600.00		
	Air Freshener, Spray, 8oz	can	15	240.00	3,600.00		
	Dishwashing Liquid, 250ml	btl	10	75.00	750.00		
	Disinfectant Spray, 340g	can	30	470.00	14,100.00		
	Garbage Bag, XL (10pcs per pack)	pack	100	84.00	8,400.00		
	Glass Cleaner, 500ml	btl	15	175.00	2,625.00		
	Liquid Hand Soap, 500ml with dispenser	btl	15	105.00	1,575.00		
	Multi Insect Killer, 600ml	can	15	400.00	6,000.00		
	Muriatic Acid	liter	10	87.00	870.00		
	Softbroom	pc	4	280.00	1,120.00		
	Bleach (Zonrox), 500ml	btl	30	28.00	840.00		
	Total				120,261.00		
	LOT 2 (Consumable IT Supplies)						
	Canon Ink CLI-36 Colored	pc	6	1,200.00	7,200.00		
	Canon Ink PGI-35 Black	pc	6	800.00	4,800.00		
	HP 704 Black	pc	6	500.00	3,000.00		
	Ink, Epson 664 Black	btl	40	350.00	14,000.00		
	Ink, Epson 664 Cyan	btl	20	350.00	7,000.00		
	Ink, Epson 664 Magenta	btl	20	350.00	7,000.00		

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)
	Ink, Epson 664 Yellow	btl	20	350.00	7,000.00		
	Ink, Epson 003 Black	btl	10	350.00	3,500.00		
	Ink, Epson 003 Cyan	btl	10	350.00	3,500.00		
	Ink, Epson 003 Magenta	btl	10	350.00	3,500.00		
	Ink, Epson 003 Yellow	btl	10	350.00	3,500.00		
	Mouse	pc	10	250.00	2,500.00		
	Total				66,500.00		
	Grand Total				186,761.00		

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: _____