



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

Name of Project	Procurement and delivery of various regular office supplies for PSA Guimaras PSO.
Reference	PR No. 2020-10-027
Location	Iloilo City
Brief Description	Procurement and delivery of various regular office supplies for PSA Guimaras PSO.
Quantity	Lot 1
Approved Budget for the Contract (ABC)	Php 97,897.00
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 October 26, 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 regular office supplies of PSA Guimaras PSO.						
	LOT 1						
	BALLPEN, black, 0.5 point	piece	24	8.00	192.00		
	BALLPEN, blue, 0.5 point	piece	24	8.00	192.00		
	BALLPEN, red, 0.5 point	piece	24	8.00	192.00		
	BATTERY, AA, blister pack, 2's	pack	3	120.00	360.00		
	BATTERY, AAA, blister pack, 2's	pack	3	135.00	405.00		
	BATTERY, 9v, blister pack	pack	3	100.00	300.00		
	BLEACH, all-purpose, 1 gal	gal	3	160.00	480.00		
	BOND PAPER, A4	ream	55	225.00	12,375.00		
	BOND PAPER, legal	ream	55	245.00	13,475.00		
	BOND PAPER, letter	ream	55	235.00	12,925.00		
	CARBON PAPER, legal size, 80-100 pcs	pack	1	760.00	760.00		
	CLIP, backfold, all metal, clamping: 19mm	box	3	20.00	60.00		
	CLIP, backfold, all metal, clamping: 25mm	box	3	23.00	69.00		
	CLIP, backfold, all metal, clamping: 32mm	box	3	32.00	96.00		
	CLIP, backfold, all metal, clamping: 50mm	box	3	78.00	234.00		
	COMB RING, black, plastic, 2 inch	piece	5	57.00	285.00		
	COMB RING, black, plastic, 1 inch	piece	5	34.00	170.00		
	COMB RING, black, plastic, 1/2 inch	piece	5	13.00	65.00		
	CORRECTION TAPE	piece	50	27.00	1,350.00		
	CR DEODORIZER, 50g	piece	15	39.00	585.00		
	CUTTER BLADE, refill, 10-12 pcs/tube	tube	3	25.00	75.00		
	CUTTER, big	piece	3	37.00	111.00		
	DETERGENT, cleaning powder, 1kg	pack	3	115.00	345.00		
	DISHWASHING LIQUID, 250-300 ml	bottle	5	100.00	500.00		
	ENVELOPE, brown, legal	piece	100	3.50	350.00		
	ENVELOPE, expanded, with garter, colored	piece	20	16.00	320.00		
	ENVELOPE, plastic, colored, expanded, with handle/holder	piece	10	98.00	980.00		
	ERASER, pencil	box	2	100.00	200.00		
	FASTENER, assorted color, plastic	box	10	40.00	400.00		
	FILING BOX, with cover	piece	10	255.00	2,550.00		
	FOLDER, brown, legal	piece	100	8.00	800.00		
	FOLDER, brown, A4	piece	100	7.00	700.00		
	GARBAGE BAG, XXL	piece	80	11.00	880.00		
	GLASS CLEANER, 500 ml	bottle	5	180.00	900.00		
	GLUE, big, 120-150g	bottle	3	50.00	150.00		
	HAND SOAP, liquid, floral pink	bottle	5	170.00	850.00		
	INK, Epson 774, black	bottle	5	775.00	3,875.00		
	INK, Epson T6642, black	bottle	20	395.00	7,900.00		

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 T6642, cyan	bottle	15	395.00	5,925.00		
	INK, Epson T6642, magenta	bottle	15	395.00	5,925.00		
	INK, Epson T6642, yellow	bottle	15	395.00	5,925.00		
	LAMINATING FILM, A4	pack	1	1,200.00	1,200.00		
	LIQUID SOSA, 500 ml	bottle	3	83.00	249.00		
	MURIATIC ACID, 4 liters	piece	1	285.00	285.00		
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	3	25.00	75.00		
	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	3	25.00	75.00		
	PAPER, board, cream/white color, unscented	pack	20	68.00	1,360.00		
	PENCIL, 12 pcs/box, No. 2	box	5	100.00	500.00		
	PHOTO PAPER, A4	pack	20	94.00	1,880.00		
	SHOE LACE, round, black	piece	30	6.00	180.00		
	SIGN PEN, black, 0.3- 0.4 point	piece	12	37.00	444.00		
	SIGN PEN, blue, 0.3- 0.4 point	piece	12	37.00	444.00		
	SIGN PEN, green, 0.3- 0.4 point	piece	12	37.00	444.00		
	STAPLE WIRE, No. 15	box	10	68.00	680.00		
	STAPLE WIRE, No. 35	box	20	47.00	940.00		
	STAPLER, # 35, ordinary, with staple wire remover	piece	3	255.00	765.00		
	STICKY NOTE, 2x3	pad	10	16.00	160.00		
	TAPE, double-sided, 2 inch	piece	5	68.00	340.00		
	TAPE, masking, 2 inch	piece	5	40.00	200.00		
	TAPE, transparent, 1 inch	piece	5	27.00	135.00		
	TAPE, transparent, 2 inch	piece	5	38.00	190.00		
	TISSUE, 2-ply	roll	60	17.00	1,020.00		
	TOILET BOWL CLEANER, 500 ml	bottle	5	180.00	900.00		
	WET WIPES, 80-100 pcs	pack	10	120.00	1,200.00		
	Total				97,897.00		

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: _____