



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas

REQUEST FOR QUOTATION

RFQ # 2020-08-184

20 August 2020

The Philippine Statistics Authority-Region 7 (PSA-RO 7) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement** for the procurement of **Trucking Services for the delivery of 2020 CPH supplies and materials to designated headquarter area in 47 municipalities in Bohol any three days from 26-31 August 2020**

Name of Project	2020 Census of Population and Housing
Solicitation <i>(If posted at the PhilGEPS)</i>	0700-2020-08-044
Purchase Request No.	0712-2020-08-23
Location	Tagbilaran City, Bohol
Brief Description	Trucking Services for the delivery of 2020 CPH supplies and materials to designated headquarter area in 47 municipalities in Bohol any three days from 26-31 August 2020
Quantity	(Refer to Page 3)
Approved Budget for the Contract (ABC)	P68,750.00
Contract Duration	Any three days from 26-31 August 2020
Date of Delivery	Any three days from 26-31 August 2020


Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **24 August 2020, 03:00 PM** through the address below or through email address (psa07.rbac@gmail.com):

*Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Cayylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com*

OR

*Philippine Statistics Authority – Bohol Provincial Statistical Office
Galleria Luisa, Gallares St., Tagbilaran City
Attn.: Ms. Blecila M. Paredes
Secretariat
Contact Nos.: (038)5010996*


EDWINA M. CARRIAGA
CAO/Chairperson, RO 7 BAC

Terms and Conditions:

1. Only registered Transportation Service Provider shall be allowed to submit the quotations.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. Bidder may quote for any or all lots and must quote all the items under a specific lot.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ **“draw lots”** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The transportation service shall be in accordance to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and test the vehicle to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - *PhilGeps Registration*
 - *Mayor's/Business Permit*
 - *LTFRB Registration/Certificate*
 - Income/Business Tax Return (for ABCs above P500K)
 - Omnibus Sworn Statement (for ABCs above P50K)
14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the service provider after full performance of the latter's obligation and submission of billing statement and other documentary requirements.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the contract price shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

- IMPORTANT NOTES/INSTRUCTIONS:
- 1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
 - 2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
 - 3. Ensure to check the “Compliance with Technical Specifications” Column.
 - 4. Submit your bid sealed in an envelope.
 - 5. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Trucking Services for the delivery of 2020 CPH supplies and materials to designated municipal headquarter area in forty-seven municipalities in Bohol, any three days from 26-31 August 2020	lot	1	68,750			()	()
	Requirement:							
	1. Delivery of 2020 CPH supplies and materials						()	()
	Total Number of 2020 CPH Supplies and Materials							
1.1	2020 CPH Enumeration Materials, 730 boxes, size: 17"x9.5"x11.5"						()	()
1.2	Backpack Bags - 2,074 pieces						()	()
1.3	Umbrella - 2,074 pieces						()	()
1.4	Raincoat - 2,074 pieces						()	()
1.5	Water Tumbler(1000ml) - 2,074						()	()
1.6	Cap - 1,979 pieces						()	()
1.7	Vest - 1,979 pieces						()	()
1.8	T-shirt - 2,074 pieces						()	()
1.9	Polo Shirt - 2,074 pieces						()	()
1.10	Clipboard - 1,755 pieces						()	()
1.11	Surgical Masks - 2,400 boxes (50 pieces per box)						()	()
1.12	Alcohol(500ml) - 12,315 bottles						()	()
	2. Schedule of delivery: any 3 days from 26-31 August 2020						()	()
	** PSA will prepare the matrix for the schedule with the corresponding quantities for delivery per municipality						()	()
	** All 2020 CPH materials should be delivered within the prescribed schedule						()	()

	3. Other requirements							
	3.1. Truck plate number, names and contact numbers of drivers and delivery workers be provided to PSA prior to the scheduled trip.						()	()
	3.2. Truck driver and/or delivery workers should ensure that the assigned HQ clerk has signed the Acknowledgment Receipts. One (1) copy should be submitted to PSA.						()	()
	3.3. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
	3.4. Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery and receipt of billing statement & complete documentary requirement						()	()
TOTAL AMOUNT IN WORDS: _____ _____ _____								

Other Requirements:

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

Printed Name of authorized representative/Signature_____

Position: _____

Name of Company _____

TIN #: _____ (Please specify if **VAT** or **NON-VAT**)

Address: _____ Email Address:_____

Fax No. _____. Tel No.: _____ Cellphone No._____

Date: _____