



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Shopping** for the **Supply and Delivery of Janitorial Supplies, Office Supplies, Office Equipment, IT Supplies, and Electrical Supplies for the 3<sup>rd</sup> Quarter.**

<b>Name of Project</b>	Supply and Delivery of Janitorial Supplies, Office Supplies, Office Equipment, IT Supplies, and Electrical Supplies for the 3 <sup>rd</sup> Quarter
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2017-09-028
<b>Purchase Request No.</b>	0700-2017-08-051A
<b>Location</b>	Cebu City
<b>Brief Description</b>	Office Supplies for the 3 <sup>rd</sup> Quarter
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 87, 205.00-(Category B – Office Supplies
<b>Contract Duration</b>	
<b>Date of Delivery</b>	1-2 weeks after receipt of P.O.

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before September 15, 2017, 5:00 p.m. through the address below or through telefax nos. (032)412-6794 / 254-0470 or through email address (psa07.rbac@gmail.com):

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

*Attn.: Ms. Irish B. Velasco  
BAC Secretariat  
Contact Nos.: (032)412-6794/256-0592*

*Jr.* **ENGR. LEOPOLDO P. ALFANTA JR.**  
BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
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. The following documentary requirements must be submitted prior to payment:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate

**Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, re-submission may no longer be required unless a certain document has already expired.**

4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
8. 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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

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**BID FORM**

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (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
Ballpen, black, high quality ball point pen, smooth writing	pc.	200	7.00/pc.			( )	( )
Battery, AAA (2's/pack); Alkaline	pack	15	80.00/pc.			( )	( )
Binder, ring binder, ¼", plastic	pc.	10	8.00/pc.			( )	( )
Binder, ring binder, ½", plastic	pc.	10	16.00/pc.			( )	( )
Binder, ring binder, ¾", plastic	pc.	10	25.00/pc.			( )	( )
Binder, ring binder, 1", plastic	pc.	10	45.00/pc.			( )	( )
Bondpaper, A4, substance 20	ream	200	190.00/ream			( )	( )
Bondpaper, short, substance 20	ream	25	180.00/ream			( )	( )
Calculator, large display, 2-way power (battery and solar), 12-digit, tilt display	pc.	3	1,000.00/pc.			( )	( )
Clip, Backfold clip, ½", 12's/box	box	10	14.00/box			( )	( )
Clip, Backfold clip, ¾", 12's/box	box	10	20.00/box			( )	( )
Clip, Backfold clip, 1", 12's/box	box	10	25.00/box			( )	( )
Clip, Backfold clip, 2", 12's/box	box	10	65.00/box			( )	( )
Correction tape refill, 2's/pack. Whipper MR	pack	30	90.00/pack			( )	( )
Cutter, Paper Cutter, Handy	pc.	10	10.00/pc.			( )	( )
Envelope, mailing, white long	pc.	500	1.00/pc.			( )	( )
Envelope, mailing, white long, with window	pc.	1000	1.00/pc.			( )	( )
Envelope, expanded, long, kraft	pc.	200	25.00/pc.			( )	( )
Envelope, expanded, plastic with handle, long	pc.	40	70.00/pc.			( )	( )
Folder, long, ordinary, red	pc.	200	10.00/pc.			( )	( )
Folder, long, ordinary, green	pc.	100	10.00/pc.			( )	( )
Folder, long, ordinary, violet	pc.	100	10.00/pc.			( )	( )
Folder, long, ordinary, kraft	pc.	200	10.00/pc.			( )	( )
Highlighter, assorted colors	pc.	40	35.00/pc.			( )	( )
Laid paper, long, Ivory color	ream	4	850.00/ream			( )	( )
NOTE PAD, stick-on, (3" x 4"), 100 sheets per pad	pad	20	80.00/pad			( )	( )
Page marker, stick-on, ½"x2", 100 sheets/pad, 5 pads/pack, assorted color	pack	20	30.00/pack			( )	( )
Parchment paper, short, 100 sheets/box	box	4	250.00/box			( )	( )
PVC Cover, 200 mic. 100 pcs./pack, size:217 mm x 331mm, long	pack	5	500.00/pack			( )	( )
Record book, 500 pages	pc.	10	75.00/pc.			( )	( )
Scissors, heavy duty, 8"	pair	15	60.00/pair			( )	( )
Tape, double sided. 1"x 50 mtrs.	roll	10	50.00/roll			( )	( )
Tape, duct tape, 2" x 50 mtrs.	roll	10	325.00/roll			( )	( )
Tape, masking, 1"x 25 mtrs.	roll	20	45.00/roll			( )	( )
Tape, packaging, 2" x 50 mtrs.	roll	40	35.00/roll			( )	( )
Tape, Transparent tape, 1"x50 mtrs.	roll	25	25.00/roll			( )	( )

**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: \_\_\_\_\_