



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, Office, IT and Electrical Supplies and Office Equipment for the 1st Quarter**.

Name of Project	Supply and Delivery of Janitorial, Office, IT and Electrical Supplies and Office Equipment for the 1 st Quarter
Solicitation (If posted at the PhilGEPS)	0700-2017-02-001
Purchase Request No.	0700-2017-02-007
Location	Cebu City
Brief Description	Office Supplies for the 1 st Quarter
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 156,250.00 (Category B – Office Supplies)
Contract Duration	
Date of Delivery	Within March 1-17, 2017

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **February 28, 2017, 5:00 p.m.** through the address below or through telefax nos. **(032)412-6794 / 256-0470** 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*


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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest Calculated Responsive 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 as follows:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
6. Award of contract shall be made to the Lowest Calculated Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
7. 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.
8. 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)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Ballpen, black, good quality**	pc	150	7.00			()	()
Ballpen, blue, good quality**	pc	150	7.00			()	()
Ballpen, red, good quality**	pc	75	7.00			()	()
Battery, AA (2's/pack)**	pack	5	90.00			()	()
Box corrugated/collapsible, continous cover, with hand holes, brown**	pc	100	90.00			()	()
Clip, backfold clip, ½", 12's/box	box	5	14.00			()	()
Correction tape refill, 2's/pack, Whiper MR**	pack	10	90.00			()	()
Correction tape refillable, Whiper MR**	pc	10	90.00			()	()
Envelope, mailing, white, long**	pc	50	1.00			()	()
Envelope, mailing, white, long with window**	pc	50	1.00			()	()
Envelope, expanded, long, kraft**	pc	100	25.00			()	()
Fastener for paper, plastic, 50 sets/box, good quality**	box	15	45.00			()	()
Fastener for paper, metal, 50 sets/box, good quality**	box	10	80.00			()	()
Fax paper, thermal, width: 216mm, length: 30mtrs.**	roll	10	80.00			()	()
Folder, long, expanded, orange**	pc	100	27.00			()	()
Folder, long, expanded, violet**	pc	100	27.00			()	()
Folder, long, expanded, yellow**	pc	100	27.00			()	()
Folder, long, ordinary, blue**	pc	100	10.00			()	()
Folder, long, ordinary, yellow**	pc	100	10.00			()	()
Folder, long, ordinary, kraft**	pc	100	10.00			()	()
Laid paper, long, Ivory color**	ream	2	850.00			()	()
Paste, 7 oz. (200g) with spreader**	pc	5	30.00			()	()
PVC cover, 200 mic., 100 pcs./pack, size: 217mmx331mm, long**	pack	2	500.00			()	()
Rubberband, 3" diameter, round, 350g	box	5	160.00			()	()
Rubberband, 4" diameter, round, 350g	box	5	200.00			()	()
Ruler, 12", transparent, good quality**	pc	5	36.00			()	()
Scissors, heavy duty, 8"***	pair	15	60.00			()	()
Sign pen, black, 0.5, good quality**	pc	50	55.00			()	()
Sign pen, blue, 0.5, good quality**	pc	15	55.00			()	()
Sign pen, red, 0.5, good quality**	pc	15	55.00			()	()
Sign pen, black, 0.7, good quality**	pc	50	55.00			()	()
Stamp pad ink, black**	pc	15	35.00			()	()
Stamp pad ink, blue**	pc	25	35.00			()	()
Stamp pad ink, violet**	pc	5	35.00			()	()
Staple wire #35**	box	250	45.00			()	()
Stapler #35, heavy duty, with staple wire remover**	pc	250	400.00			()	()
Tape, scotch tape, 1"***	roll	25	25.00			()	()

Note: ** Please specify the brand or provide sample/pictures of the item being offered.							
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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: _____