



REQUEST FOR QUOTATION

RFQ # 2021-03-161

29 March 2021

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the Supply and Delivery of Office Supplies, Consumables, Janitorial and PPE Supplies for the 2nd Quarter Regular Operation of PSA RSSO VII.

Name of Project	Office Supplies for the 2nd Quarter Regular Operation of PSA RSSO VII
Solicitation (If posted at the PhilGEPS)	0700-2021-03-029
Purchase Request No.	PR# 0700-2021-03-036
Location	PSA RSSO7, Gaisano Capital South Bldg. Colon St. Cebu City
Brief Description	Category A-Office Supplies for the 2nd Quarter
Quantity	Please refer to pages 2-3 of the RFQ for detailed quantity
Approved Budget for the Contract (ABC)	Php206,968.00
Contract Duration	
Date of Delivery	3-5 working days after the receipt of Purchase Order

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative not later than **13 April 2021, 12:00 noon** through the address **PSA - RSSO7 (2nd Floor) , Gaisano Capital South Bldg., Colon St., Cebu City.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms. Erah Mhay Quiñones/ Ms. Ryke T. Hermoso / Ms. Jean B. Villacensio/ Ms. Ann Emilyn S. Eballe** at telephone nos. **(032) 412-6794 / 254-0470.**


EDWINA M. CARRIAGA
 R07 BAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Bidders shall provide correct and accurate information required in this form.
- If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a specific lot.**
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC for each item/lot shall be disqualified.
- 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.
- The Lowest Calculated and Responsive Bidder shall be informed immediately.
- 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 "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
- 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.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.
- Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period 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. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. 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	<u>CATEGORY A</u> Office Supplies for the 2nd Quarter Regular Operation of PSA RSSO VII with the following technical specifications:	LOT	1	206,968.00			()	()
1.1	BALLPEN, black, liquid or gel, 0.5mm needle type	piece	144	7.00			()	()
1.2	BALLPEN, blue, liquid or gel, 0.5mm needle type	piece	40	7.00			()	()
1.3	BALLPEN, red, liquid or gel, 0.5mm needle type	piece	40	7.00			()	()
1.4	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	10	100.00			()	()
1.5	BATTERY, AA, 2 pieces per blister pack, chargeable	pack	10	550.00			()	()
1.6	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	18	90.00			()	()
1.7	CALCULATOR, compact, 12 digits	unit	2	200.00			()	()
1.8	CARBON FILM, PE, black, size 216mm x 330mm	pack	5	100.00			()	()
1.9	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	13	20.00			()	()
1.10	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	30	25.00			()	()
1.11	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	24	30.00			()	()
1.12	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20	50.00			()	()
1.13	CORRECTION TAPE, refill, 2's/pack	pack	20	90.00			()	()
1.14	DAILY TIME RECORD, 100pcs/pack	pack	125	35.00			()	()
1.15	ENVELOPE, DOCUMENTARY, for legal size document	box	9	800.00			()	()
1.16	ENVELOPE, mailing, white, 70gsm	box	4	350.00			()	()
1.17	ENVELOPE, mailing, white, with window	box	1	450.00			()	()
1.18	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	296	5.00			()	()
1.19	FASTENER, plastic, good quality, 50 sets/box	box	43	50.00			()	()
1.20	FOLDER, long, ordinary, blue color	piece	15	10.00			()	()
1.21	FOLDER, long, ordinary, green color	piece	15	10.00			()	()
1.22	FOLDER, long, ordinary, yellow color	piece	15	10.00			()	()

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1.23	FOLDER, pressboard/expanded, long, blue color	piece	30	25.00			()	()
1.24	FOLDER, pressboard/expanded, long, pink	piece	50	25.00			()	()
1.25	GLUE, all purpose, gross weight: 200 grams min	bottle	35	65.00			()	()
1.26	MARKER, FLUORESCENT, 3 assorted colors per set	set	8	100.00			()	()
1.27	MARKER, PERMANENT, bullet type, black	piece	21	30.00			()	()
1.28	MARKER, whiteboard, black, felt tip, bullet type	piece	2	50.00			()	()
1.29	MIMEO paper, long	ream	40	200.00			()	()
1.30	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	3	25.00			()	()
1.31	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	4	30.00			()	()
1.32	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10	35.00			()	()
1.33	NOTEBOOK, spiral/non-spiral, 40 leaves	piece	10	20.00			()	()
1.34	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	10	30.00			()	()
1.35	PAGE MARKER, stick-on, 1/2"x2", 5 pads/pack, assorted color (plastic/seethrough with "SIGN" note	pack	80	30.00			()	()
1.36	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	52	30.00			()	()
1.37	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	40	50.00			()	()
1.38	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	335	210.00			()	()
1.39	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	190	220.00			()	()
1.40	PAPER, Multi-Purpose (COPY) short, 70 gsm	reams	40	200.00			()	()
1.41	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	5	100.00			()	()
1.42	PVC cover, 200 mic., 100 pcs./pack, size: short	pack	2	500.00			()	()
1.43	PVC cover, 200 mic., 100 pcs./pack, size:217mmx331mm	pack	1	550.00			()	()
1.44	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	4	100.00			()	()
1.45	SCISSORS, symmetrical, blade length: 65mm min	pair	3	40.00			()	()
1.46	SHOELACE, flat, length : 60in., black	piece	305	25.00			()	()
1.47	SHOELACE, flat, length : 60in., brown	piece	40	25.00			()	()
1.48	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	211	35.00			()	()
1.49	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	piece	10	35.00			()	()
1.50	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	26	35.00			()	()
1.51	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	35.00			()	()
1.52	STAPLE WIRE, #10	box	15	25.00			()	()
1.53	STAPLE WIRE, STANDARD, #35	box	55	35.00			()	()
1.54	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	6	180.00			()	()
1.55	TAPE, MASKING, width: 24mm (±1mm)	roll	15	25.00			()	()
1.56	TAPE, MASKING, width: 48mm (±1mm)	roll	15	40.00			()	()
1.57	TAPE, PACKAGING, width: 48mm (±1mm)	roll	107	40.00			()	()
1.58	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	135	25.00			()	()
1.59	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	34	40.00			()	()

Note: Please specify the brands of your offered items upon submission of bids.						()	()
Mode of Payment: SEND BILL Arrangement or within thirty (30) working days after receipt of the billing statement.						()	()
Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
TOTAL AMOUNT IN WORDS :							

Other Requirements:

<p>Terms of Payment:</p> <p><i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>

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: _____