



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

REQUEST FOR QUOTATION

RFQ # 0761-RFQ2022-09 -009

13 September 2022

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the **Procurement of Office Supplies and Covid-19 Response Items for the 2022 2nd and 3rd Quarter Supplies of PSA Siquijor.**

Name of Project	2022 2nd and 3rd Quarter Supplies of PSA Siquijor
Solicitation (If posted at the PhilGEPS)	0700-2022-09-126
Purchase Request No.	PR #0761-2022-08-054
Location	3/F PSA Siquijor Provincial Office, Siquijor Business & Convention Center Siquijor Bldg., Cor. Mabini & Sta. Fe Sts., Poblacion, Siquijor, Siquijor
Brief Description	Office Supplies and Covid-19 Response Items
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php 55, 560.00
Contract Duration	5 - 10 working days after the receipt of PO
Date of Delivery	5 - 10 working days after the receipt of PO

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 personally not later than 20 September 2022, 5:00 PM** through the address **Siquijor Business & Convention Center Siquijor.**

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

For any clarification, you may contact **Ms. Rizalyn Teodora Postrado** at telephone nos. **(035) 542 - 5239/ (035) 542 - 5371.**


JOSELITO C. MAGHANOY
SuSS - Siquijor/ BAC Member

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. Bidders shall provide correct and accurate information required in this form.
4. **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.**
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.

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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 "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. **The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:**

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

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. **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.**

16. 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.

Item No.	Description	Unit	Quantity	Unit Price	Total Price	Yes	No
	Preparation of Office Supplies and Covid-19 Response Items for the 2023 2nd and 3rd Quarter Supplies of PSA Region 7						
	Category 1: Office Supplies and Covid-19 Response Items	L/T		54,540.00			
11	PAPER, MULTIPURPOSE (COPY) A4, 75 gsm	ream	50	294.00			
12	PAPER, MULTIPURPOSE (COPY) Legal, 70 gsm	ream	50	235.00			
13	PLINKER, regular, arrow, unbalanced, ballpoint, 0.7, 100 pieces	box	14	195.00			
14	ERASER, PLASTIC/PURPLE, 10 pencil sharpening	pc	24	30.00			
15	NOTE PAD, blank, 1/2 sheet, 100 sheets (7 x 7) mm	pad	10	70.00			
16	RETRACTOR, STENOGRAPHER, 1/2 sheet, 10 sheets	pc	10	25.00			
17	TRANSPARENT TAPE, 1/2 sheet, 10 sheets	pc	20	30.00			
18	MARKER, PERMANENT, 1/2 sheet, 10 sheets	pc	20	30.00			
19	MARKER, FLUORESCENT, 1/2 sheet, 10 sheets	pc	4	75.00			

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
	Procurement of Office Supplies and Covid-19 Response Items for the 2022 2nd and 3rd Quarter Supplies of PSA Siquijor.							
1	Category 1: Office Supplies and Covid-19 Response Items	LOT		55,560.00			()	()
1.1	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	60	250.00			()	()
1.2	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	50	255.00			()	()
1.3	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box	box	14	100.00			()	()
1.4	ERASER, PLASTIC/RUBBER, for pencil draft/writing	pc	34	10.00			()	()
1.5	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	10	35.00			()	()
1.6	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	pc	10	25.00			()	()
1.7	CORRECTION TAPE, film base type, UL 6m min	pc	30	30.00			()	()
1.8	MARKER, PERMANENT, bullet type, black	pc	35	50.00			()	()
1.9	MARKER, FLUORESCENT, 3 assorted colors per set	set	4	75.00			()	()

1.10	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	20	35.00			()	()
1.11	TAPE, PACKAGING, width: 48mm (±1mm)	roll	12	60.00			()	()
1.12	TAPE, MASKING, width: 24mm (±1mm)	roll	10	50.00			()	()
1.13	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	1	50.00			()	()
1.14	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	130.00			()	()
1.15	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	100.00			()	()
1.16	MARKER, whiteboard, black, felt tip, bullet type	pc	5	78.00			()	()
1.17	Face Mask, 3ply, ear-loop mask, 50 pcs/box	box	134	115.00			()	()
1.18	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	30	120.00			()	()
(All Items will be delivered to PSA Siquijor)							()	()
Note: Place of Delivery Aurelia M. Canda Chief Statistical Specialist PSA Siquijor Provincial Office 3/F Siquijor Business and Convention Center Building Poblacion, Siquijor, Siquijor							()	()
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:

Terms of Payment:

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.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

