



REQUEST FOR QUOTATION
RFQ # 2020-10-300
27 October 2020

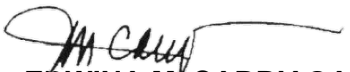
The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Shopping** for the **Supply and Delivery of Office Supplies, Consumables & Janitorial Supplies for the 4th Quarter.**

Name of Project	Office Supplies, Consumables & Janitorial Supplies for the 4 th Quarter
Solicitation <i>(If posted at the PhilGEPS)</i>	0700-2020-10-076
Purchase Request No.	0700-2020-10-068
Location	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Category A - Office Supplies for the 4 th Quarter
Quantity	Refer to Page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php313,140.00
Contract Duration	5-10 working days after receipt of the Purchase Order
Date of Delivery	5-10 working days after receipt of the Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **2 November 2020, 5:00PM** through the address below, subject to the Terms and Conditions provided in this RFQ:

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


EDWINA M. CARRIAGA
R07 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. Bidders shall provide correct and accurate information required in this form.
4. Bidders 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 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 payment:
 - *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. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
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.

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 indicate the price for the whole lot and the unit price per unit.
- 4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
- 5. Ensure to check the “Compliance with Technical Specifications” Column.
- 6. Submit your bid in any of the following:
 - a. Sealed in an envelope, or
 - b. Email to psa07.rbac@gmail.com only
- 7. 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	CATEGORY A Office Supplies for the 4th Quarter with the following technical specifications:	Lot	1	313,140.00			()	()
1.01	BALLPEN, black, good quality, non-retractable	pc	145	10.00			()	()
1.02	BALLPEN, blue, good quality, non-retractable	pc	200	10.00			()	()
1.03	BONDPAPER, long, colored, yellow	ream	10	250.00			()	()
1.04	BONDPAPER, long, colored, pink	ream	5	250.00			()	()
1.05	CALCULATOR, compact, 12 digits, LCD Display, 100mm-130mm	pc	3	200.00			()	()
1.06	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	15	20.00			()	()
1.07	CLIP PAPER, VINYL COATED, SMALL, vinyl/plastic coat, length: 32mm	box	5	10.00			()	()
1.08	CORRECTION TAPE, film base type,UL 6m min	pc	40	30.00			()	()
1.09	CORRECTION TAPE, Refillable	pc	25	90.00			()	()
1.10	CORRECTION TAPE Refill, 2's/pack	pc	10	90.00			()	()
1.11	CORRUGATED BOX 15" X 12" X 10", collapsible box, continous cover, with hand handles, (please see attached picture for reference)	box	112	200.00			()	()
1.12	ENVELOPE SELF ADDRESSED, mailing, long, 500 PCS./box	box	2	300.00			()	()
1.13	ENVELOPE, WINDOW,mailing, long, 500 PCS. BOX	box	2	450.00			()	()
1.14	ENVELOPE, expanding, legal size with garter long, pink	pc	50	15.00			()	()

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
1.15	FASTENER, plastic, good quality	box	30	40.00			()	()
1.16	FLOURESCENT MARKER, assorted	pc	58	50.00			()	()
1.17	FOLDER, Long-size, white	pc	100	6.50			()	()
1.18	FOLDER, long, apple green color	pc	25	10.00			()	()
1.19	FOLDER, long, orange color	pc	100	10.00			()	()
1.20	FOLDER, long, yellow color	pc	50	10.00			()	()
1.21	FOLDER, pressboard/expanded, long, orange color, good quality, US	pc	100	25.00			()	()
1.22	FOLDER, pressboard/expanded, long, apple green color, good quality, US	pc	100	25.00			()	()
1.23	FOLDER, pressboard/expanded, long, yellow color, good quality, US	pc	100	25.00			()	()
1.24	FOLDER, pressboard/expanded, long, orange color, good quality, US	pc	20	25.00			()	()
1.25	FOLDER, pressboard/expanded, long, blue color, good quality, US	pc	25	25.00			()	()
1.26	FOLDER, pressboard/expanded, long, pink color, good quality, US	pc	100	25.00			()	()
1.27	FOLDER, pressboard/expanded, long, red color, good quality, US	pc	100	25.00			()	()
1.28	FOLDER, tagboard (long)- kraft, 100pcs/pack	pack	155	500.00			()	()
1.29	GLUE all-purpose, 200 gms.	bottle	15	60.00			()	()
1.30	MARKER, PERMANENT, bullet type, black	pc	46	45.00			()	()
1.31	MARKER, PERMANENT, bullet type, blue	pc	10	45.00			()	()
1.32	NOTE PAD, STICK-ON, 2" X 3"	pc	25	30.00			()	()
1.33	NOTE PAD, STICK-ON, 3" X 3"	pc	25	40.00			()	()
1.34	PAGE MARKER, STICK-ON 1/2"X2", 100 SHEETS/PAD, 5 PADS/PACK	pack	35	30.00			()	()
1.35	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	208	220.00			()	()
1.36	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	300	250.00			()	()
1.37	PAPER, Multi-Purpose (COPY) short, 70 gsm	ream	124	190.00			()	()
1.38	PUNCHER, paper, heavy duty, with two holes	pc	10	200.00			()	()

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
1.39	RECORD BOOK, 300 pages, 214mm x 278mm min	pc	5	250.00			()	()
1.40	SCISSORS, symmetrical, blade length:65mm min	pair	12	50.00			()	()
1.41	SHARPENER, Pencil, single hole, plastic	pc	100	8.00			()	()
1.42	SHOELACE, round, black, 20 inches, size: small	pc	50	20.00			()	()
1.43	SHOELACE, flat, black, 60inches	pair	150	35.00			()	()
1.44	SHOELACE, round, black, 40-60inches	pair	75	40.00			()	()
1.45	SIGN PEN, black 0.5, liquid/gel ink, 0.5mm needle tip	pc	142	30.00			()	()
1.46	SIGN PEN, blue 0.5, liquid/gel ink, 0.5mm needle tip	pc	30	30.00			()	()
1.47	SIGN PEN, red 0.5, liquid/gel ink, 0.5mm needle tip	pc	30	30.00			()	()
1.48	SIGN PEN, green, 0.5, liquid/gel ink, 0.5mm needle tip	pc	5	30.00			()	()
1.49	TAPE, MASKING, width: 24mm (±1mm), 50m length	roll	18	60.00			()	()
1.50	TAPE, PACKAGING, width: 48mm (±1mm), 50m length	roll	111	35.00			()	()
1.51	TAPE, TRANSPARENT, width, 48 mm (-1mm), 50m length	roll	51	50.00			()	()
1.52	TAPE, TRANSPARENT, width: 24mm (±1mm), 50m length	roll	10	20.00			()	()
	<u>Mode of Payment:</u> SEND BILL Arrangement or 15-30 working days after receipt of the billing statement						()	()
	<u>Price quotation/s validity:</u> Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
	TOTAL AMOUNT IN WORDS : <div></div> <div></div>							

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: _____