



**REQUEST FOR QUOTATION**

RFQ # 2020-09-200  
06 September 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 and PPE Supplies for the 3rd Quarter.**

<b>Name of Project</b>	Office Supplies, Consumables, Janitorial Supplies and PPE Supplies for the 3rd Quarter
<b>Solicitation</b> <i>(If posted at the PhilGEPS)</i>	0700-2020-09-050
<b>Purchase Request No.</b>	0700-2020-08-044
<b>Location</b>	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
<b>Brief Description</b>	Category A - Office Supplies for the 3rd Quarter
<b>Quantity</b>	Refer to Page 3 for the detailed quantity
<b>Approved Budget for the Contract (ABC)</b>	Php74,489.00
<b>Contract Duration</b>	5-10 working days after receipt of the Purchase Order
<b>Date of Delivery</b>	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 **11 September 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](mailto: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	<b>CATEGORY A</b> <b>Office Supplies for the 3rd Quarter with the following technical specifications:</b>	Lot	1	74,489.00			( )	( )
1.01	BALLPEN, black, good quality	pc	90	10.00			( )	( )
1.02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	100.00			( )	( )
1.03	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	8	90.00			( )	( )
1.04	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	20.00			( )	( )
1.05	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	10	25.00			( )	( )
1.06	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	30.00			( )	( )
1.07	CORRECTION TAPE, Refillable	pc	10	90.00			( )	( )
1.08	CORRECTION TAPE Refill, 2's/pack	pack	10	95.00			( )	( )
1.09	CORRUGATED BOX, collapsible, continous cover with hand	pc	12	120.00			( )	( )
1.10	ENVELOPE DOC. (LONG)	pc	100	8.00			( )	( )
1.11	ERASER, rubber, er-509, super	pc	113	25.00			( )	( )

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
1.12	FANCY FOLDER, WHITE, Long-size	pc	150	6.50			(   )	(   )
1.13	FASTENER, plastic, good quality	box	32	40.00			(   )	(   )
1.14	FOLDER, tagboard (long)- kraft, 100pcs/pack	pack	12	500.00			(   )	(   )
1.15	GLUE all-purpose, 200 gms.	bottle	30	60.00			(   )	(   )
1.16	MIMEO PAPER, long	ream	15	200.00			(   )	(   )
1.17	MIMEO PAPER, short	ream	6	156.50			(   )	(   )
1.18	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	86	220.00			(   )	(   )
1.19	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	62	250.00			(   )	(   )
1.20	PAPER, Multi-Purpose (COPY) short, 70 gsm	ream	43	190.00			(   )	(   )
1.21	PENCIL, lead with eraser, 12pcs/box	box	20	144.00			(   )	(   )
1.22	SHARPENER, Pencil, single hole, plastic	pc	15	20.00			(   )	(   )
1.23	SIGN PEN, black 0.5, liquid/gel ink, 0.5mm needle tip	pc	49	30.00			(   )	(   )
1.24	TAPE, PACKAGING, width: 48mm (±1mm)	roll	56	35.00			(   )	(   )
1.25	TAPE, TRANSPARENT, width, 48 mm (-1mm)	roll	23	50.00			(   )	(   )
1.26	TAPE, TRANSPARENT, width: 24mm (±1mm), 50mlength	roll	18	20.00			(   )	(   )
	<b>TOTAL AMOUNT IN WORDS :</b> <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: \_\_\_\_\_