



### REQUEST FOR QUOTATION

RFQ # 2021-01- 024  
19 January 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 1st Quarter Regular Operation of PSA RSSO VII.**

<b>Name of Project</b>	Office Supplies for the 1 <sup>st</sup> Quarter Regular Operation of PSA RSSO VII
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2021-01-013
<b>Purchase Request No.</b>	0700-2021-01-005
<b>Location</b>	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
<b>Brief Description</b>	Category A- Office Supplies for the 1 <sup>st</sup> Quarter
<b>Quantity</b>	Please refer to page 3 of the RFQ for the detailed quantity
<b>Approved Budget for the Contract (ABC)</b>	<b>Php182,128.00</b>
<b>Contract Duration</b>	3-5 working days after the receipt of Purchase Order
<b>Date of Delivery</b>	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **26 January 2021, 12:00 N.N** 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. Caylord 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
<b>1</b>	<b>CATEGORY A Office Supplies for the 1<sup>st</sup> Quarter Regular Operation of PSA RSO VII with the following technical specifications:</b>	<b>Lot</b>	<b>1</b>	<b>182,128.00</b>			( )	( )
1.1	BALLPEN, black, liquid or gel, 0.5mm needle type	piece	500	7.00				
1.2	BALLPEN, blue, liquid or gel, 0.5mm needle type	piece	200	7.00			( )	( )
1.3	BALLPEN, red, liquid or gel, 0.5mm needle type	piece	150	7.00			( )	( )
1.4	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	30	90.00			( )	( )
1.5	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	50	30.00			( )	( )
1.6	CORRECTION TAPE, film base type, UL 6m min	piece	50	15.00			( )	( )
1.7	CORRECTION TAPE, refill, 2's/pack	pack	50	90.00			( )	( )
1.8	DATA FOLDER, made of chipboard, taglia lock	piece	10	70.00			( )	( )
1.9	DOCUMENT CARD CASE/Certificate Holder, A4	piece	20	45.00			( )	( )
1.10	DOCUMENT CARD CASE/Certificate Holder, Long	piece	20	50.00			( )	( )
1.11	DOCUMENT CARD CASE/Certificate Holder, short	piece	25	40.00			( )	( )
1.12	ENVELOPE, DOCUMENTARY, for A4 size document	box	10	650.00			( )	( )
1.13	ENVELOPE, DOCUMENTARY, for legal size document	box	10	800.00			( )	( )
1.14	ENVELOPE, expanded, plastic, with handle, long, colored/transparent	piece	52	80.00			( )	( )
1.15	ENVELOPE, expanding, PLASTIC, 0.50mm thickness min	piece	88	30.00			( )	( )
1.16	ENVELOPE, mailing, white, 70gsm	box	10	350.00			( )	( )
1.17	ENVELOPE, mailing, white, with window	box	10	450.00			( )	( )
1.18	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	416	5.00			( )	( )
1.19	FASTENER, METAL, 70mm between prongs	box	10	85.00			( )	( )
1.20	FASTENER, plastic, good quality, 50 sets/box	box	75	40.00			( )	( )

1.21	FOLDER, long, ordinary, blue color	piece	100	9.00			( )	( )
1.22	FOLDER, long, ordinary, green color	piece	100	9.00			( )	( )
1.23	FOLDER, long, ordinary, red color	piece	100	9.00			( )	( )
1.24	FOLDER, long, ordinary, violet color	piece	100	9.00			( )	( )
1.25	FOLDER, long, ordinary, yellow color	piece	100	9.00			( )	( )
1.26	FOLDER, pressboard/expanded, long, blue color	piece	100	25.00			( )	( )
1.27	FOLDER, pressboard/expanded, long, green color	piece	100	25.00			( )	( )
1.28	FOLDER, pressboard/expanded, long, navy blue color	piece	250	25.00			( )	( )
1.29	FOLDER, pressboard/expanded, long, red color	piece	100	25.00			( )	( )
1.30	FOLDER, pressboard/expanded, long, violet color	piece	100	25.00			( )	( )
1.31	FOLDER, pressboard/expanded, long, yellow color	piece	100	25.00			( )	( )
1.32	MARKER, FLUORESCENT, 3 assorted colors per set	set	50	100.00			( )	( )
1.33	MARKER, PERMANENT, bullet type, black	piece	48	30.00			( )	( )
1.34	MARKER, whiteboard, black, felt tip, bullet type	piece	27	30.00			( )	( )
1.35	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	15	25.00			( )	( )
1.36	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	15	30.00			( )	( )
1.37	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	50	35.00			( )	( )
1.38	NOTEBOOK, spiral/non-spiral	piece	25	40.00			( )	( )
1.39	PADDING GLUE	piece	2	70.00			( )	( )
1.40	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	100	10.00			( )	( )
1.41	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	100	15.00			( )	( )
1.42	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	100	220.00			( )	( )
1.43	PAPER, Multi-Purpose (COPY) short, 70 gsm	ream	50	180.00			( )	( )
1.44	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	1	30.00			( )	( )
1.45	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	30	100.00			( )	( )
1.46	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	362	8.00			( )	( )
1.47	PENCIL, mechanical, 0.5 lead	piece	10	70.00			( )	( )
1.48	PUNCHER, paper, heavy duty, with two hole guide	piece	20	130.00			( )	( )
1.49	PVC cover, 200 mic., 100 pcs./pack, size: short	pack	1	500.00			( )	( )
1.50	PVC cover, 200 mic., 100 pcs./pack, size:217mmx331mm	pack	2	550.00			( )	( )
1.51	PVC ID/Card Maker (A4 size)	pack	6	1375.00			( )	( )
1.52	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	21	80.00			( )	( )
1.53	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	11	100.00			( )	( )
1.54	RING BINDER, plastic, 32mm, 84 rings	bundle	8	200.00			( )	( )
1.55	RUBBER BAND, 70mm min lay flat length	box	13	100.00			( )	( )
1.56	SCISSORS, symmetrical, blade length: 65mm min	pair	40	40.00			( )	( )
1.57	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	150	35.00			( )	( )
1.58	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	piece	12	35.00			( )	( )
1.59	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	100	35.00			( )	( )
1.60	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	47	35.00			( )	( )
1.61	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	17	30.00			( )	( )
1.62	STAMP PAD INK,black, 50ml	bottle	2	40.00			( )	( )
1.63	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	15	35.00			( )	( )

1.64	STAPLE REMOVER, PLIER-TYPE	piece	38	25.00			( )	( )
1.65	STAPLE WIRE, #10	box	6	30.00			( )	( )
1.66	STAPLE WIRE, STANDARD, #35	box	80	35.00			( )	( )
1.67	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	50	180.00			( )	( )
1.68	STICKER PAPER, long, white, matte/non-glossy, 10's/pack	pack	2	66.00			( )	( )
1.69	TAPE, DOUBLE SIDED, 1"x50 mtrs.	roll	9	40.00			( )	( )
1.70	TAPE, ELECTRICAL, 18mm x 16M min	roll	6	20.00			( )	( )
1.71	TAPE, MASKING, width: 24mm (±1mm)	roll	37	25.00			( )	( )
1.72	TAPE, PACKAGING, width: 48mm (±1mm)	roll	82	40.00			( )	( )
1.73	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	126	25.00			( )	( )
1.74	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	25	40.00			( )	( )
	<b>NOTE:</b> Please specify the brands of your offered items upon submission of bids							
	<b>Other Requirements:</b>							
	<b>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement</b>							
	<b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>							
	<b>TOTAL AMOUNT IN WORDS :</b> _____ _____							

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: \_\_\_\_\_