



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

REQUEST FOR QUOTATION

RFQ # 2020-11-369
27 November 2020

The Philippine Statistics Authority-Region 7 (PSA-RO 7) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **shopping** for the **Procurement of Additional Supplies for Philippine Identification System (PhilSys) Registration.**

Name of Project	Philippine Identification System(PhilSys) Registration
Solicitation (If posted at the PhilGEPS)	0700-2020-11-093
Purchase Request No.	0712-2020-11-043
Location	Tagbilaran City, Bohol
Brief Description	Additional Supplies for the PhilSys Registration
Quantity	(Refer to the 3 rd page)
Approved Budget for the Contract (ABC)	P253,845.00
Contract Duration	2 – 3 days from receipt of Purchase Order
Date of Delivery	2 – 3 days from receipt of Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **07 December 2020, 12:00 PM** through the address below or through email address (psa07.rbac@gmail.com):


*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*

OR

*Philippine Statistics Authority – Bohol Provincial Statistical Office
Galleria Luisa, Gallares St., Tagbilaran City*

*Attn.: Ms. Blecila M. Paredes
Secretariat
Contact Nos.: (038)5010996*


EDWINA M. CARRIAGA
CAO/Chairperson, RO 7 BAC

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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 the items.
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*
 - *Income/Business Tax Return (for ABCs above P500K)*
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 check the “Compliance with Technical Specifications” Column.
4. Submit your bid in any of the following:
 - a. Sealed in an envelope,
 - b. Email to psa07.rbac@gmail.com only, or
 - c. Through fax nos. (032) 412-6794 or 254-0470
5. 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.	WET WIPES , SHEETS: 90pcs, Unscented, Wipes contains the natural prooerties of aloe vera, lanolin, and vitamin E. ,natural, mild and effective cleansing, Paraben-free , Hypo-allergenic , Natural ingredients , Resalable cover to prevent moisture loss , Sheet size: 200mm x 150mm , Thicker sheet , FDA Approved.	pack	355	120.00			()	()
2.	GLOVES, NITRILE Disposable, Non-sterile, Latex, Powder-Free, Ambidextrous, Rolled Bead Cuff, Finger Textured	piece	4592	5.50			()	()
3.	SURGICAL MASK, DISPOSABLE, Medical Device Class 1; Earloop, 3-ply, Wired 50pcs/box	box	58	500.00			()	()
4.	Hand Sanitizer, 60 ml , Made from Plant Derived Alcohol, No Synthetic Fragrances, Moisturizing Formula, leaves skin feeling soft and smooth	bottle	355	45.00			()	()
5.	COTTON BALLS, Bigger Maxi Balls (100 per pack)	pack	355	50.00			()	()
6.	RAGS, round (ALL COTTON)	piece	232	3.00			()	()
7.	TRASHBAG, plastic, TRANSPARENT, XL, 10's/roll or pack	pack	82	110.00			()	()
8.	Plastic Bottle Sprayer (500ml)	piece	58	90.00			()	()
9.	BLEACH, liquid, 1 liter, (for sink and bathroom cleaning and disinfecting purposes)	piece	58	50.00			()	()
10.	Disinfectant Spray (Aerosol Type 400-550 grams)	bottle	58	495.00			()	()
11.	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	piece	58	150.00			()	()
12.	SIGN PEN, BLACK, good quality , liquid/gel ink, 0.5mm needle tip , Its permanent gel ink performs excellently and releases ultra smooth writing	piece	355	25.00			()	()
13.	STAPLER, No. 10	piece	164	49.00			()	()

14.	STAPLE WIRE, No. 10	box	164	12.00			()	()
15.	SCISSORS, symmetrical, blade length: 65mm min	pair	164	32.00			()	()
16.	CARTOLINA, green , Thickness: 0.12mm (min.) , Non-bleed and non-blot, suitable for marking pen and ink drawing , Size: 572mm x 724mm (-3mm)	piece	164	7.00			()	()
17.	CARTOLINA, red , Thickness: 0.12mm (min.) , Non-bleed and non-blot, suitable for marking pen and ink drawing , Size: 572mm x 724mm (-3mm)	piece	164	7.00			()	()
18.	CARTOLINA, yellow , Thickness: 0.12mm (min.) , Non-bleed and non-blot, suitable for marking pen and ink drawing , Size: 572mm x 724mm (-3mm)	piece	164	7.00			()	()
19.	CARTOLINA, orange , Thickness: 0.12mm (min.) , Non-bleed and non-blot, suitable for marking pen and ink drawing , Size: 572mm x 724mm (-3mm)	piece	164	7.00			()	()
20.	PAPER, MULTICOPY, 70gsm, size: 210mm x 297mm	ream	164	220.00			()	()
21.	BATTERY, dry cell, AAA, 2 pieces per blister pack, .5V Ultra Alkaline size AAA battery, Model: LR03 AAA AM4 , Capacity: 2.3 hours or 140 mins 3.9ohms, 24hours/day	pack	58	55.50			()	()
<i>Terms and Condition:</i>								
1. Payment: SEND BILL ARRANGEMENT or payment will be collected within 15-30 days after receipt of the billing statement and complete set of documentary requirements							()	()
2. 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:

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: _____