



**REQUEST FOR QUOTATION**

RFQ # 2021-06-359

16 June 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, PPE Supplies and Electrical Supplies for the 3rd Quarter Regular Operation of PSA RSSO VII.

|   |   |
|---|---|
| <b>Name of Project</b>                          | Office Supplies for the 3rd Quarter Regular Operation of PSA RSSO VII |
| <b>Solicitation (If posted at the PhilGEPS)</b> | 0700-2021-06-050  |
| <b>Purchase Request No.</b>                     | PR# 0700-2021-06-066  |
| <b>Location</b>                                 | PSA RSSO7, Gaisano Capital South Bldg. Colon St. Cebu City            |
| <b>Brief Description</b>                        | Category A-Office Supplies for the 3rd Quarter                        |
| <b>Quantity</b>                                 | Please refer to page 2 of the RFQ for detailed quantity               |
| <b>Approved Budget for the Contract (ABC)</b>   | Php54,650.00  |
| <b>Contract Duration</b>                        |   |
| <b>Date of Delivery</b>                         | 3-5 working days after the receipt of Purchase Order                  |

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 not later than **28 June 2021, 05:00 PM** through the address **PSA - RSSO7 (2nd Floor) , Gaisano Capital South Bldg., Colon St., Cebu City.**

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

For any clarification, you may contact Ms. Erah Mhay Quiñones/Ms. Ryke T. Hermoso / Ms. Jean B. Villacensio/ Ms. Ann Emilyn S. Eballe at telephone nos. (032) 412-6794 / 254-0470.

  
**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. **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.
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.

**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  |
| 1        | <b><u>CATEGORY A</u></b><br><b>Office Supplies for the 3rd Quarter Regular Operation of PSA RSSO VII with the following technical specifications:</b> | LOT   | 1    | <b>54,650.00</b>                                |   |                              | ( )   | ( ) |
| 1.1      | BATTERY, dry cell, AA, 2 pieces per blister pack  | pack  | 15   | 100.00  |   |                              | ( )   | ( ) |
| 1.2      | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)  | box   | 10   | 20.00   |   |                              | ( )   | ( ) |
| 1.3      | CORRECTION TAPE, film base type, 6m min   | pc    | 10   | 30.00   |   |                              | ( )   | ( ) |
| 1.4      | ENVELOPE, legal size, expanded, with garter, pink color   | pc    | 100  | 20.00   |   |                              | ( )   | ( ) |
| 1.5      | ENVELOPE, EXPANDED SEMINAR BAG WITH HANDLE, LEGAL SIZE  | pc    | 10   | 70.00   |   |                              | ( )   | ( ) |
| 1.6      | ENVELOPE EXPANDING, LEGAL SIZE, 100PCS/BOX  | box   | 2    | 1000.00   |   |                              | ( )   | ( ) |
| 1.7      | FASTENER, plastic, good quality, 50 sets/box  | box   | 10   | 30.00   |   |                              | ( )   | ( ) |
| 1.8      | FOLDER, long, ordinary, blue color  | piece | 50   | 10.00   |   |                              | ( )   | ( ) |
| 1.9      | FOLDER, long, ordinary, apple green color   | piece | 50   | 10.00   |   |                              | ( )   | ( ) |
| 1.10     | FOLDER, long, ordinary, yellow color  | piece | 50   | 10.00   |   |                              | ( )   | ( ) |
| 1.11     | FOLDER, long, ordinary, pink color  | piece | 100  | 10.00   |   |                              | ( )   | ( ) |
| 1.12     | FOLDER, pressboard/expanded, long, blue color   | piece | 50   | 25.00   |   |                              | ( )   | ( ) |
| 1.13     | FOLDER, pressboard/expanded, long, pink   | piece | 100  | 25.00   |   |                              | ( )   | ( ) |
| 1.14     | FOLDER, pressboard/expanded, long, apple green  | piece | 50   | 25.00   |   |                              | ( )   | ( ) |
| 1.15     | FOLDER, pressboard/expanded, long, yellow   | piece | 50   | 25.00   |   |                              | ( )   | ( ) |
| 1.16     | GLUE, all purpose, gross weight: 200 grams min  | jar   | 5    | 100.00  |   |                              | ( )   | ( ) |
| 1.17     | MARKER, PERMANENT, bullet type, black   | piece | 10   | 50.00   |   |                              | ( )   | ( ) |
| 1.18     | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min   | pad   | 10   | 20.00   |   |                              | ( )   | ( ) |
| 1.19     | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min   | pad   | 10   | 25.00   |   |                              | ( )   | ( ) |
| 1.20     | NOTEBOOK, spiral/non-spiral, 40 leaves  | piece | 10   | 50.00   |   |                              | ( )   | ( ) |

|                                |  |       |    |        |  |  |     |     |     |
|--------------------------------|--|-------|----|--------|--|--|-----|-----|-----|
| 1.21                           | PAGE MARKER, stick-on, 1/2"x2", 100 sheets/pad, 5 pads/pack, assorted color (plastic/seethrough with "SIGN" note)        | pad   | 20 | 35.00  |  |  | ( ) | ( ) |     |
| 1.22                           | PAPER, Multi-Purpose (COPY) A4, 70 gsm   | reams | 80 | 200.00 |  |  | ( ) | ( ) |     |
| 1.23                           | PAPER, Multi-Purpose (COPY) Legal, 70 gsm  | reams | 70 | 210.00 |  |  | ( ) | ( ) |     |
| 1.24                           | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min  | book  | 5  | 60.00  |  |  | ( ) | ( ) |     |
| 1.25                           | RUBBER BAND, 70mm min lay flat length  | box   | 5  | 100.00 |  |  | ( ) | ( ) |     |
| 1.26                           | SCISSORS, symmetrical, blade length: 65mm min  | pair  | 10 | 40.00  |  |  | ( ) | ( ) |     |
| 1.27                           | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip  | piece | 30 | 30.00  |  |  | ( ) | ( ) |     |
| 1.28                           | STAPLE WIRE, #10   | box   | 10 | 15.00  |  |  | ( ) | ( ) |     |
| 1.29                           | STICKER PAPER, long, white, matte/non-glossy, 10's/pack  | pack  | 10 | 100.00 |  |  | ( ) | ( ) |     |
| 1.30                           | STRETCH FILM, 18 microns x 500mm x 5   | roll  | 2  | 800.00 |  |  | ( ) | ( ) |     |
| 1.31                           | TAPE, PACKAGING, width: 48mm (±1mm)  | roll  | 10 | 35.00  |  |  | ( ) | ( ) |     |
| 1.32                           | TAPE, TRANSPARENT, width: 48mm (±1mm)  | roll  | 10 | 35.00  |  |  | ( ) | ( ) |     |
|                                |  |       |    |        |  |  | ( ) | ( ) |     |
|                                | <b>Note: Please specify the brands of your offered items upon submission of bids.</b>                                    |       |    |        |  |  |     | ( ) | ( ) |
|                                | <b>Mode of Payment: SEND BILL Arrangement or within thirty (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:

**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: \_\_\_\_\_

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: \_\_\_\_\_