



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

RFQ # 2022-04-246
21 April 2022

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Procurement of Door to Door Forwarding and Delivery Services from Philippines Statistics Authority, PSA Complex, East Avenue, Diliman, Quezon City to Philippine Statistics Authority-Central Visayas Area.**

Name of Project	Door to Door Forwarding and Delivery Services from Philippines Statistics Authority, PSA Complex, East Avenue, Diliman, Quezon City to Philippine Statistics Authority-Central Visayas Area
Solicitation (If posted at the PhilGEPS)	0700-2022-04-051
Purchase Request No.	PR# 0700-2022-04-039
Location	PSA RSS07 , Gaisano Capital South Bldg. Colon St. Cebu City, PSA Bohol -3rd Floor, Galeria Luisa Bldg. Gallares St., Poblacion II, Tagbilaran City Bohol PSA -CEBU -2Flr Martina Sugbo Center, P. Burgos St.,Brgy. San Roque, Cebu, City, PSA Negros Oriental -Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental, PSA SIKUIJOR-3/f Siquijor Business and Convention Center Building, Poblacion, Siquijor, Siquijor.
Brief Description	Procurement of Door to Door Forwarding and Delivery Services from Philippines Statistics Authority
Quantity	Please refer to page 3 of the RFQ for detailed quantity
Approved Budget for the Contract (ABC)	Php210,000.00
Contract Duration	From receipt of P.O. until Full Delivery
Date of Delivery	7-15 days after the receipt of Purchase Order(P.O.)

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 the **April 27,2022 @ 12:00 PM** through the address **PSA - RSS07 (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. Jean B. Villacensio/ Marie Cris L.Lerio** at telephone nos. **(032) 412-6794 / 254-0470.**


EDWINA M. CARRIAGA
R07 BAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items. 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.**
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC for each item/lot shall be disqualified.
- 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.
- 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*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

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
	Door to Door Forwarding and Delivery Services from Philippines Statistics Authority, PSA Complex, East Avenue, Diliman, Quezon City to Philippine Statistics Authority-Central Visayas Area	LOT	1	210,000.00			()	()
	Items for shipment: <u>Various ICT Equipment</u>						()	()
	Mode of Shipment: <u>Via Sea / Roro</u>						()	()
	Pick-up point: <u>PSA Complex, East Avenue, Diliman, Quezon City</u>						()	()
	Delivery Address: <u>Please see below address</u>						()	()
	Mode of Delivery: <u>Door to door delivery</u>						()	()
	Total Declared Value per Office/Province:						()	()
	*RSSO 7 (Cebu) - Php 914,003.56						()	()
	*BOHOL - Php408,085.00						()	()
	*CEBU - Php625,720.00						()	()
	*NEGROS ORIENTAL - Php105,690.00						()	()
	*SIQUIJOR - Php540,960.00						()	()
1.1	1. RSSO 7 (Location/Delivery Address: Philippine Statistics Authority RSSO-7, Gaisano Capital South Bldg., Colon St., Cebu City)						()	()
	a. <u>Desktop (Monitor/CPU)- 17 sets @ Php41,837.00 per set</u> Total Value: PhP711,229.00						()	()
	Monitor - 17 units						()	()
	*weight per unit: 6.55 kgs.						()	()
	*dimension per unit : L-624mm x W-413mm x H-190mm						()	()
	CPU - 17 units						()	()
	*weight per unit : 5.9 kgs.						()	()

	<i>*dimension per unit: L-40 cm x W-20 cm x H-53 cm</i>						()	()
	b. <u>UPS</u> - 17 units @ PhP1,690.00 per unit Total Value: PhP28,730.00						()	()
	<i>*weight per unit: 6.9 kgs.</i>						()	()
	<i>*dimension per unit: L-95 mm x W-220 mm x H-307 mm</i>						()	()
	c. <u>Printer</u> (2 units) @ PhP10,972.00 per unit Total Value: PhP21,944.00						()	()
	<i>*weight per unit: 9 kgs.</i>						()	()
	<i>*dimension per unit : L-49cm x W-24cm x H-48cm</i>						()	()
	d. <u>Scanner</u> (3 units) @ PhP20,930.00 per unit Total Value: PhP62,790.00						()	()
	<i>*weight per unit: 9.53 lb</i>						()	()
	<i>*dimension per unit : L-14.5 inches x W-11 inches x H-10 inches</i>						()	()
	e. <u>Data Enclave Desktop Set</u> (CPU/Monitor/UPS) - 1 set @ PhP82,446.26 per set Total Value: PhP82,446.26						()	()
	CPU - 1 unit						()	()
	<i>*weight per unit: 5.9 kgs.</i>						()	()
	<i>*dimension per unit : L-40cm x W-20cm x H-53cm</i>						()	()
	Monitor - 1 unit						()	()
	<i>*weight per unit : 6.55 kgs.</i>						()	()
	<i>*dimension per unit: L-624mm x W-413mm x H-190mm</i>						()	()
	UPS - 1 unit						()	()
	<i>*weight per unit: 6.9 kgs.</i>						()	()
	<i>*dimension per unit : L-95mm x W-220mm x H-307mm</i>						()	()
	f. <u>2-Way Radio</u> (5 units) @ PhP1,372.86 per unit Total Value: PhP6,864.30						()	()
	<i>*weight per unit: 200 grams</i>						()	()
	<i>*dimension per unit : L-100mm x W-52mm x H-32mm</i>						()	()
1.2	2. Bohol (Location/Delivery Address: Philippine Statistics Authority, Bohol Provincial Office, 3rd Floor, Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City Bohol)						()	()
	a. <u>Desktop (Monitor/CPU)</u>- 5 sets @ Php41,837.00 per set Total Value: PhP209,185.00						()	()
	Monitor - 5 units						()	()
	<i>*weight per unit: 6.55 kgs.</i>						()	()
	<i>*dimension per unit : L-624mm x W-413mm x H-190mm</i>						()	()
	CPU - 5 units						()	()
	<i>*weight per unit : 5.9 kgs.</i>						()	()
	<i>*dimension per unit: L-40 cm x W-20 cm x H-53 cm</i>						()	()

	b. <u>UPS</u> - 5 units @ PhP1,690.00 per unit Total Value: PhP8,450.00						()	()
	<i>*weight per unit: 6.9 kgs.</i>						()	()
	<i>*dimension per unit: L-95 mm x W-220 mm x H-307 mm</i>						()	()
	c. <u>Scanner</u> (1 unit) @ PhP20,930.00 per unit Total Value: PhP20,930.00						()	()
	<i>*weight per unit: 9.53 lb</i>						()	()
	<i>*dimension per unit : L-14.5 inches x W-11 inches x H-10 inches</i>						()	()
	d. <u>Laptops</u> (4 units) @ PhP42,380.00 Total Value: PhP169,520.00						()	()
	<i>*weight per unit: 4 kgs.</i>						()	()
	<i>*dimension per unit : L-21 inches x W-3 inches x H-12 inches</i>						()	()
1.3	3. Cebu (Location/Delivery Address: Philippine Statistics Authority, Cebu Provincial Office, 2/f Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu City)						()	()
	a. <u>Desktop (Monitor/CPU)</u>- 10 sets @ PhP41,837.00 per set Total Value: PhP418,370.00						()	()
	Monitor - 10 units						()	()
	<i>*weight per unit: 6.55 kgs.</i>						()	()
	<i>*dimension per unit : L-624mm x W-413mm x H-190mm</i>						()	()
	CPU - 10 units						()	()
	<i>*weight per unit : 5.9 kgs.</i>						()	()
	<i>*dimension per unit: L-40 cm x W-20 cm x H-53 cm</i>						()	()
	b. <u>UPS</u> - 10 units @ PhP1,690.00 per unit Total Value: PhP16,900.00						()	()
	<i>*weight per unit: 6.9 kgs.</i>						()	()
	<i>*dimension per unit: L-95 mm x W-220 mm x H-307 mm</i>						()	()
	c. <u>Scanner</u> (1 unit) @ PhP20,930.00 per unit Total Value: PhP20,930.00						()	()
	<i>*weight per unit: 9.53 lb</i>						()	()
	<i>*dimension per unit : L-14.5 inches x W-11 inches x H-10 inches</i>						()	()
	d. <u>Laptops</u> (4 units) @ PhP42,380.00 Total Value: PhP169,520.00						()	()
	<i>*weight per unit: 4 kgs.</i>						()	()
	<i>*dimension per unit : L-21 inches x W-3 inches x H-12 inches</i>						()	()

1.4	4. Negros Oriental (Location/Delivery Address: Philippine Statistics Authority, Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental)						()	()
	a. Scanner (1 unit) @ PhP20,930.00 per unit Total Value: PhP20,930.00						()	()
	<i>*weight per unit: 9.53 lb</i>						()	()
	<i>*dimension per unit : L-14.5 inches x W-11 inches x H-10 inches</i>						()	()
	b. Laptops (2 units) @ PhP42,380.00 Total Value: PhP84,760.00						()	()
	<i>*weight per unit: 4 kgs.</i>						()	()
	<i>*dimension per unit : L-21 inches x W-3 inches x H-12 inches</i>						()	()
	5. Siquijor (Location/Delivery Address: Philippine Statistics Authority, 3/F Siquijor Business and Convention Center Building, Poblacion, Siquijor, Siquijor)						()	()
	a. Desktop (Monitor/CPU)- 10 sets @ Php41,837.00 per set Total Value: PhP418,370.00						()	()
	Monitor - 10 units						()	()
	<i>*weight per unit: 6.55 kgs.</i>						()	()
	<i>*dimension per unit : L-624mm x W-413mm x H-190mm</i>						()	()
	CPU - 10 units						()	()
	<i>*weight per unit : 5.9 kgs.</i>						()	()
	<i>*dimension per unit: L-40 cm x W-20 cm x H-53 cm</i>						()	()
	b. UPS - 10 units @ PhP1,690.00 per unit Total Value: PhP16,900.00						()	()
	<i>*weight per unit: 6.9 kgs.</i>						()	()
	<i>*dimension per unit: L-95 mm x W-220 mm x H-307 mm</i>						()	()
	c. Scanner (1 unit) @ PhP20,930.00 per unit Total Value: PhP20,930.00						()	()
	<i>*weight per unit: 9.53 lb</i>						()	()
	<i>*dimension per unit : L-14.5 inches x W-11 inches x H-10 inches</i>						()	()
	d. Laptops (2 units) @ PhP42,380.00 Total Value: PhP84,760.00						()	()
	<i>*weight per unit: 4 kgs.</i>						()	()
	<i>*dimension per unit : L-21 inches x W-3 inches x H-12 inches</i>						()	()

	TERMS AND CONDITIONS:						()	()
	1. The CARRIER will take charge in the packaging of goods to prevent its damage.						()	()
	2.The CARRIER is bound to observe extraordinary diligence in the transport of goods and shall be responsible for the loss, destruction, deterioration of the goods until the same has been delivered and accepted by the consignee.						()	()
	3. The extraordinary responsibility of the CARRIER starts from the time the goods are picked-up and ends when received by the consignee or by the person authorized to receive the goods.						()	()
	4. The CARRIER's duty to observe extraordinary diligence over the goods, remains in full force and effect even when temporarily unloaded or stored in transit, unless the shipper or owner has made use of the right of stoppage in transit.						()	()
	5. The extraordinary liability of the CARRIER continues to be operative even during the time goods are stored in a warehouse of the CARRIER at the place of destination, until the consignee has been advised of the arrival of the goods and has reasonable opportunity thereafter to remove them or otherwise dispose of them.						()	()
	6. The CARRIER shall exercise due diligence in the performance of his duties and in the following local ordinances, public order, public policy and good customs and other related laws.						()	()
	7. The CARRIER shall include unloading into the consignee's area.						()	()
	8. The CARRIER shall unload the cargoes at the designated consignee's area only in the presence of authorized PSA personnel.						()	()
	9. The CARRIER should provide a sailing and delivery schedule to the end-user/consignee.						()	()
	10. All quoted prices are inclusive of applicable taxes, duties, delivery charges and all other services.						()	()
	11. Please indicate transit / lead time.						()	()
	Payment will be collected within 15-30 working days after receipt of the billing statement.						()	()
	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:

Terms of Payment:

Payment shall be made either through check or Land Bank’s LDDAP-ADA/Bank Transfer facility, within thirty (30) 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: _____