



**REQUEST FOR QUOTATION**

RFQ # 2020-06-102  
03 June 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, Electrical Supplies and PPE Supplies for the 2nd Quarter.**

<b>Name of Project</b>	Office Supplies, Consumables, Janitorial Supplies, Electrical Supplies and PPE Supplies for the 2nd Quarter
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2020-06-018
<b>Purchase Request No.</b>	0700-2020-05-030
<b>Location</b>	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
<b>Brief Description</b>	Category A - Office Supplies for the 2nd Quarter
<b>Quantity</b>	Refer to Page 3 for the detailed quantity
<b>Approved Budget for the Contract (ABC)</b>	Php99,360.00
<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 **16 June 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. 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](mailto: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 2nd Quarter with the following technical specifications:</b>	<b>Lot</b>	<b>1</b>	<b>99,360.00</b>			( )	( )
1.01	BALLPEN-BLACK, gel-ink, 0.5 point, non-retractable	pc	103	15.00			( )	( )
1.02	BALLPEN-BLUE, gel-ink, 0.5 point, non-retractable	pc	50	15.00			( )	( )
1.03	CORRUGATED BOX 24" X 15" X 10", collapsible box, continuous cover, with hand handles	piece	32	120.00			( )	( )
1.04	ENVELOPE DOC. (LONG), 500PCS/BOX	box	1	1,000.00			( )	( )
1.05	ENVELOPE SELF ADDRESSED, mailing, long, 500 PCS./box, white	box	4	450.00			( )	( )
1.06	ENVELOPE, mailing, window, 500pcs/box	box	2	500.00			( )	( )
1.07	ERASER, rubber, er-509 super	piece	134	25.00			( )	( )
1.08	FASTENER, plastic, good quality	box	31	50.00			( )	( )
1.09	FOLDER, tagboard (long)- kraft, 100pcs/pack	pack	20	800.00			( )	( )
1.10	GLUE all-purpose, 200 gms.	piece	14	60.00			( )	( )

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
1.11	MARKER, PERMANENT, bullet type, black	pc	33	35.00			( )	( )
1.12	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	126	250.00			( )	( )
1.13	SHARPENER, Pencil, single hole, plastic	pc	15	15.00			( )	( )
1.14	Record Book, 300 Pages, size: 214mm x 278mm min	piece	11	85.00			( )	( )
1.15	STAPLE WIRE, standard, #35	box	20	45.00			( )	( )
1.16	TAPE, PACKAGING, width: 48mm (±1mm)	roll	31	35.00			( )	( )
1.17	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	23	20.00			( )	( )
1.18	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	30	30.00			( )	( )
1.19	FOLDER, pressboard/expanded, long, orange color	pc	15	25.00			( )	( )
1.20	FOLDER, pressboard/expanded, long, yellow color	pc	25	25.00			( )	( )
1.21	CORRECTION TAPE, Film base type, UL 6m min	pc	55	30.00			( )	( )
1.22	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	pc	20	35.00			( )	( )
1.23	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pc	20	35.00			( )	( )
1.24	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pc	82	35.00			( )	( )
1.25	PAPER, Multi-Purpose (COPY) short, 70 gsm	ream	57	190.00			( )	( )
1.26	Folder, pressboard/expanded, long, green color	Pc	50	25.00			( )	( )
1.27	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	25	15.00			( )	( )
1.28	FOLDER, pressboard/expanded, long, red color	Pc	35	25.00			( )	( )
1.29	FANCY FOLDER, WHITE, Long-size	Pc	450	6.00			( )	( )

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
1.30	FOLDER, pressboard/expanded, long, blue color	Pc	25	25.00			( )	( )
1.31	Envelope, expanding, legal size with garter long, yellow	piece	50	8.00			( )	( )
1.32	Folder, pressboard/expanded, long, navy blue color	piece	34	25.00			( )	( )
1.33	Folder ordinary, long, yellow	piece	300	8.00			( )	( )
1.34	Folder ordinary, short, yellow	piece	300	6.00			( )	( )
1.35	Phil. National flag, 100% polyester	piece	2	700.00			( )	( )
1.36	Ruled pad, yellow, good quality	pad	2	50.00			( )	( )
	<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: \_\_\_\_\_