



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office VII

REQUEST FOR QUOTATION

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Shopping, of Office supplies for Regional Office Support.**

Name of Project	Supplies for Regional Office Support
Solicitation (If posted at the PhilGEPS)	0700-2018-10-047
Purchase Request No.	0722-2018-10-096
Location	
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	42,550 <i>JS</i>
Contract Duration	
Date of Delivery	5-10 working days after the receipt of Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **15 October 2018, 5:00 PM** through the address below or through the email address (psa07.rbac@gmail.com):

Bids and Awards Committee (BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City
Attn.: Mr. Cayylord D. Niala/Ms. Ann Emilyn S. Eballe
Ms. Melita Jumud/ Ms. Leslie Marie Zuasula
RBAC Secretariats
Contact Nos.: (032)412-6794/256-0592


AURELIA M. CANDA
RBAC 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.
 - The following documentary requirements must be submitted during submission of the bid form / quotation:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return
 - Omnibus Sworn Statement
- Note: If the abovementioned documents were already submitted, re-submission may no longer be required unless a certain document has already expired.**
- Late submission of quotation shall not be accepted.
 - Bids exceeding the ABC shall be disqualified.
 - The Lowest Calculated and Responsive Bidder shall be informed immediately.
 - Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
 - 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.
 - Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

NOTE: Please **DON'T** forget to check the "Compliance with Technical Specifications" Column. Non-compliance will result to disqualification of your bid.

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (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
<u>Office Supplies</u>							
Ballpen, black, good quality	Pc	100	7.00			()	()
Binder, ring binder, 1/4" plastic	Pc	10	7.00			()	()
Bondpaper, long, substance 20	Ream	20	210.00			()	()
Bondpaper, short, substance 20	Ream	20	180.00			()	()
Box, corrugated/collapsible, continous cover, with hard holes, brown	Pc	50	90.00			()	()
Clip, backfold clip, 1/2 ", all metal clamping: 12pcs/box	Box	10	18.00			()	()
Document card case, 260mm X 175mm	Pc	20	20.00			()	()
Duplo roll	roll	2	3,700.00			()	()
Y	K	K	K	K			K
Fastener for paper, plastic, 50 sets/box, good	box	25	45.00			()	()
Folder, long, ordinary , blue	pc	100	10.00			()	()
Folder, long, ordinary , red	pc	100	10.00			()	()
Folder long, ordinary, yellow	pc	100	10.00			()	()
Folder, long, ordinary, kraft	pc	100	10.00			()	()
Highlighter, assorted colors	pc	25	35.00			()	()
Notarial seal #24 size: 54mm (2- 1/8"), gold, 10boxes/pack	pack	3	300.00			()	()
Notebook, spring, hard cover, 50 leaves	Pc	25	30.00			()	()
PVC cover, 200 mic, 100 pcs/pack, size: 217 mm	Pack	5	500.00			()	()
PVC ID Card Maker	Pack	5	1,400.00			()	()
Scissors, heavy duty, 8"	Pair	10	60.00			()	()
Shoe lace, round, 12 in x 2mm	Pc	100	2.00			()	()

<i>Sign pen, black, 0.5 good quality</i>	Pc	25	55.00			()	()
<i>Sign pen, blue, 0.5, good quality</i>	Pc	50	55.00			()	()
<i>Tape, Masking, 1"x25mtrs</i>	Roll	20	45.00			()	()
<i>Whiteboard marker, point type, fine bullet, black</i>	Pc	5	60.00			()	()
<i>Whiteboard marker, point type, fine bullet, red</i>	pc	5	60.00			()	()
NOTE: Please indicate brands if applicable and provide samples upon submission of quotations.							

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: _____