

REQUEST FOR QUOTATION

Title of Item to be procured : **Supply and Delivery of Various Office Supplies Not Available at Procurement Service for the Philippine Center for Economic Development**

Approved Budget for the Contract : **Php113,937.00**

Date: **June 19, 2023**
RFQ No. **2023-06-0031**

Company/Business: _____
Address: _____
Business/Mayor's Permit No.: _____ City/Municipality: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure office supplies for the project **Supply and Delivery of Various Office Supplies Not Available at Procurement Service for the Philippine Center for Economic Development** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Renato E. Reside, Jr.
Chairperson, Bids and Award Committee
UPSEAA Room, Library Building, UP School of Economics Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email: bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotations in **PERSON of VIA Courier not later than 23 June 2023 at 12:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document
1. Mayor's / Business Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement - Notarized

1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2. Submission of ALL pages of this Request for Quotation is **REQUIRED**.

For any clarification, you may contact us at telephone no. or email address provided.


GERLIE P. PALOMA
Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations **MUST** be submitted **IN PERSON or VIA COURIER** to:

Dr. Renato E. Reside, Jr.
Chairperson, Bids and Award Committee - PCED
UPSEAA Room Library Building, UP School of Economics Diliman, Quezon City 1101

4. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED 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.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED 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 open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

Supply and Delivery of Various Office Supplies Not Available at Procurement Service for the Philippine Center for Economic Development				
Description	Quantity	Unit Cost	Total Cost	Statement of Compliance to Technical Specifications (COMPLY / NOT COMPLY)
1. Whiteboard Markers - 12 pieces per box - Ink Color: Black - Tip: Felt, bullet type - Point: Medium - Brand shall be engraved/embossed/printed/permanent stickered on the item - Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap Warranty: At least 1 year	25 boxes			
2. Whiteboard Markers - 12 pieces per box - Ink Color: Blue - Tip: Felt, bullet type - Point: Medium - Brand shall be engraved/embossed/printed/permanent stickered on the item - Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap Warranty: At least 1 year	25 boxes			
3. Whiteboard Markers - 12 pieces per box - Ink Color: Red - Tip: Felt, bullet type - Point: Medium - Brand shall be engraved/embossed/printed/permanent stickered on the item - Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap Warranty: At least 1 year	10 boxes			
4. Sign Pen Hi-point V10 Grip -Precision wear-free needle points - Soft ergonomic grips - Window barrels - Tip is made of cemented carbide alloy ball and stainless-steel pipe - Color: Black - 12 pcs per box - Warranty: At least 1 year	1 box			
5. Sign Pen Hi-point V10 Grip -Precision wear-free needle points - Soft ergonomic grips - Window barrels - Tip is made of cemented carbide alloy ball and stainless-steel pipe - Color: Blue - 12 pcs per box - Warranty: At least 1 year	1 box			

6. Expanding Envelope - Kraft - Smooth Surface - Size: 380mm x 250mm - Expansion: 50mm - Thickness: 0.38mm - With string and eyelet or elastic strap	500 pieces			
7. Parchment Paper - 10pcs per pack - Size: A4 - Thickness: 80gsm - Printer- Friendly - For creating diplomas, certificates and invitation inserts - Color: Cream	50 packs			
8. USB Flash Drive - Capacity: 16GB - Interface: USB 3.0 - Backward compatible with USB 2.0 - Transfer speeds up to 100MB/s - Warranty: at least one (1) year	20 pieces			
9. Pencil - Lead/Graphite with Eraser - 12 pcs per box	12 boxes			
10. Copy Paper - Short - 80gsm	30 reams			
11. Pressboard Folder - Long	200 pieces			
12. Correction Tape - Film base type - UL 6m min	20 pieces			
13. Data File Box - Without Cover	4 pieces			
14. Data File Box - With Cover	20 pieces			
15. Note Pad - Stick-on - 2" x 3"	18 pads			
16. Note Pad - Stick-on - 3" x 3"	15 pads			
17. Sticker Paper - Matte - A4 - White - 10 per pack	20 packs			
18. Puncher - 2-hole	1 piece			
19. Tape Dispenser - 1 inch width	3 pieces			
20. Staple Remover	10 pieces			
21. Masking Tape - 1 inch	6 rolls			
22. Masking Tape - 2 inch	10 rolls			
23. Toner Cartridge, HP CF283A - Black -Original	3 cartridges			
24. Toner Cartridge, HP Q2612A - Black - Original	3 cartridges			
25. Notebook, Steno - 60 leaves -With Spring	18 pads			

26. Calculator, Basic - 12 digit - Battery and Solar Operated	2 pieces			
27. Binder Clip Fold Back - 3/4 inch - 12 pieces per pack - Corrosion-resistant steel - Reusable - Nickle-plated handle - Holds documents firmly - Leaves no marks of binding	20 packs			
28. Binder Clip Fold Back - 1 inch - 12 pieces per pack - Corrosion-resistant steel - Reusable - Nickle-plated handle - Holds documents firmly - Leaves no marks of binding	20 packs			
29. Binder Clip Fold Back - 1 & 1/4 inch - 12 pieces per pack - Corrosion-resistant steel - Reusable - Nickle-plated handle - Holds documents firmly - Leaves no marks of binding	10 packs			
30. Binder Clip Fold Back - 2 inch - 12 pieces per pack - Corrosion-resistant steel - Reusable - Nickle-plated handle - Holds documents firmly - Leaves no marks of binding	10 packs			
31. Tape, Transparent - 1 inch	10 rolls			
32. Folder with tab - A4 - Plain	100 pieces			
33. File Divider - A4 - 5pcs per pack	50 packs			
34. File Divider - Long - 5 pieces per pack	20 packs			
35. "Sign Here" Tab - Stick-on	10 packs			
1. Warranty Period: At least One (1) year	<u>Bidder's Statement of Compliance</u> <u>(comply/not comply)</u>			
2. Delivery Period: Within Fifteen (15) Calendar days Upon Issuance of Purchase Order and Notice to Proceed	<u>Bidder's Statement of Compliance</u> <u>(comply/not comply)</u>			
3. Place of Delivery: UPSEAA Room Library Building UP School of Economics Osmeña corner Guerrero Sts. UP Diliman Quezon City	<u>Bidder's Statement of Compliance</u> <u>(comply/not comply)</u>			
-----nothing follows-----				
<i>*The above quoted prices are inclusive of all costs and applicable taxes.</i>				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.

Supply and Delivery of Various Brand-New Electrical Lights for the Philippine Center for Economic Development

<p>Approved Budget for the Contract: Php113,937.00</p> <p>(One Hundred Thirteen Thousand Nine Hundred Thirty-Seven Pesos & 00/100)</p>	<p>Total Offered Quotation: <i>(Inclusive of all taxes and incidental expenses)</i></p>
	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p>Company/Business Name:</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es