REQUEST FOR QUOTATION

<u>Title of Item to be procured</u>: 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.:TIN:	City/Municipality:	
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.





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 <u>MUST</u> be submitted <u>IN PERSON or VIA COURIER</u> 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.
- 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 <u>best offer, inclusive of all taxes and incidental expenses</u> 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 Avai	lable at Procurer	ment Service for th	e Philippine Center fo	or 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	Research Education Training and Extension Policy Debates		Leadership UPSE Li	brary	
- Kraft - Sarco - Sarc	6. Expanding Envelope	500 pieces			
- Smooth Surface - Size: 380mm 220mm - Expansion: Somm - Thickness: 0.38mm - With string and eyelet or elastic strap 7. Parchment Paper - 10cps pur pack - Size: 380mm - Prinder- Friendy - For creating diplomas, certificates and invitation inserts - Colon: Cream - Invitates Friendy - For creating diplomas, certificates and invitation inserts - Colon: Cream - Invitates Friendy - For creating diplomas, certificates and invitation inserts - Colon: Cream - Invitates Friendy - For creating diplomas, certificates and invitation inserts - Colon: Cream - Invitates Friendy - For creating diplomas, certificates and invitation inserts - Colon: Cream - Invitates Friendy - For creating diplomas, certificates and invitation inserts - Capacity: 1608 - Backward compatible with USB 2.0 - Transfer speeds up 10 100MB/s - Warranty: at least one (1) year 9. Pencil - Investigation of the Paper - Short					
- Sez. 390mm x 250mm					
Expansion Softon With string and eyelet or elastic strap S0 packs With string and eyelet or elastic strap S0 packs S0 pa					
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Research Education Training and Extension Policy Debates		Leadership UPSE Library
26. Calculator, Basic	2 pieces	
- 12 digit		
- Battery and Solar Operated		
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07 B) 011 F 12 B	00 1	
27. Binder Clip Fold Back	20 packs	
- 3/4 inch		
- 12 pieces per pack		
- Corrosion-resistant steel		
- Reusable		
- Nickle-plated handle		
- Holds documents firmly		
- Leaves no marks of binding		
28. Binder Clip Fold Back	20 packs	
- 1 inch		
- 12 pieces per pack		
- Corrosion-resistant steel		
- Reusable		
- Nickle-plated handle		
- Holds documents firmly		
- Leaves no marks of binding		
29. Binder Clip Fold Back	10 packs	
- 1 & 1/4 inch	. 0 paono	
- 12 pieces per pack		
- Corrosion-resistant steel		
- Reusable		
- Nickle-plated handle		
- Holds documents firmly		
- Leaves no marks of binding		
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30. Binder Clip Fold Back	10 packs	
- 2 inch		
- 12 pieces per pack		
- Corrosion-resistant steel		
- Reusable		
- Nickle-plated handle		
- Holds documents firmly		
- Leaves no marks of binding		
31. Tape, Transparent	10 rolls	
- 1 inch		
32. Folder with tab	100 pieces	
- A4		
- Plain		
-	50 1	
33. File Divider	50 packs	
- A4		
- 5pcs per pack		
34. File Divider	20 packs	
- Long		
1 3		
- 5 pieces per pack	10 .	
35. "Sign Here" Tab	10 packs	
- Stick-on		
1. Warranty Period:		Bidder's Statement of Compliance
7		(comply/not comply)
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At least One (1) year		
At least One (1) year		
2. Delivery Period:	1	Bidder's Statement of Compliance
1		
		(comply/not comply)
Within Fifteen (15) Calendar days Unon Issuance of		
Within Fifteen (15) Calendar days Upon Issuance of		
Within Fifteen (15) Calendar days Upon Issuance of Purchase Order and Notice to Proceed		
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FINANCIAL OFFER:

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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 Elec	ctrical Lights for the Philippine Center for Economic Development			
	Total Offered Quotation: (Inclusive of all taxes and incidental expenses)			
Approved Budget for the Contract: Php113,937.00	In Words:			
(One Hundred Thirteen Thousand Nine Hundred Thirty-Seven Pesos & 00/100)				
	In Figures:			
Company/Business Name:				
	Signature over Printed Name			
	Position/Designation			
	Office Telephone/Fax/Mobile Nos.			
	Email address/es			