



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
National Capital Region

**REQUEST FOR QUOTATION**

**Date:** September 16, 2021  
**RFQ No.:** PSA-NCR-RO-21-097

Name of Company:	
Address:	
TIN:	
PhilGEPS Registration No.:	

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Ink Supplies for PSA NCR PO V** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Ink Supplies	Php86,380.00

Please quote your **best offer** in lot described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **21 September 2021 at 10:00 AM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

DOCUMENT	REMARKS
Copy of 2021 Mayor's or Business Permit	In case not yet available, you may submit your expired 2020 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2021 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Notarized Omnibus Sworn Statement	If unable to have the document notarized, you may submit a <b>signed unnotarized Omnibus Sworn Statement</b> , subject to compliance therewith <b>after award of contract but before payment</b> .

For any clarification, you may contact us at telephone no. **937-7738** or email address at [psa.ncr.robac@gmail.com](mailto:psa.ncr.robac@gmail.com)

*Carmona*  
ANJINETTE R. JUMAQUIO  
ROBAC Secretariat

*ELMOR*  
ELMOR C. BARROQUILLO  
ROBAC Chairperson



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**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

LOT 1: Meal Package			
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check)
			YES NO
HP ink #680 Black	each	60	
HP ink #682 Black	each	20	
HP ink #704 Black	each	20	
Epson Ink #6641 Black	each	20	
Epson Ink #6642 Cyan	each	6	
Epson Ink #6643 Magenta	each	6	
Epson Ink #6644 Yellow	each	6	
Epson Ink #7741 Black	each	6	
Canon MX477 #740 Black	each	12	
Epson Ink for L3110 # 003 Black	each	12	
Epson Ink for L3110 # 003 Yellow	each	6	
Epson Ink for L3110 # 003 Magenta	each	6	
Epson Ink for L3110 # 003 Cyan	each	6	

## FINANCIAL OFFER

Please quote your **best offer** for the items below. Please do not leave any blank items.  
Indicate "0" if the item being offered is for free.

LOT 1: Meal Package			
ABC	QUANTITY (A1)	OFFERED PRICE (B1)	TOTAL OFFERED QUOTATION FOR LOT 1
<b>Eighty-Six Thousand Three Hundred Eighty Pesos (Php86,380.00)</b>	HP ink #680 Black-60 HP ink #682 Black-20 HP ink #704 Black-20 Epson Ink #6641 Black-20 Epson Ink #6642 Cyan-6 Epson Ink #6643 Magenta-6 Epson Ink #6644 Yellow-6 Epson Ink #7741 Black-6 Canon MX477 #740 Black-12 Epson Ink for L3110 # 003 Black-12 Epson Ink for L3110 # 003 Yellow-6 Epson Ink for L3110 # 003 Magenta-6 Epson Ink for L3110 # 003 Cyan-6		<b>In Words:</b> _____ _____ _____ _____
			<b>In Figures:</b> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



**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 calculated and responsive quotation (for goods and infrastructure) or the highest-rated and responsive offer (for consulting services) which complies with the minimum 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. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PSA-NCR V shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR V 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.
10. Payment shall be made after delivery and upon the submission of the required supporting Documents.
11. 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-NCR V 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.