

REQUEST FOR QUOTATION

Date : 08 July 2025
RFQ No.: 2025-07-083

Company/Business Name:

Address:

Business/Mayor's Permit No.:

TIN:

PhilGEPS Registration Number **(required)**:

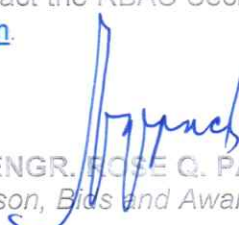
The **Philippine Statistics Authority – Regional Statistical Services Office II (PSA-RSSO II)**, through its Regional Bids and Awards Committee (RBAC), intends to procure **SUPPLY AND DELIVERY OF VARIOUS SUPPLIES OF PSA RSSO II FOR THE THIRD QUARTER 2025** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Regional Bids and Awards Committee (RBAC) Chairperson and to the given address below, on or before **11:30 AM of 11 July 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ENGR. ROSE Q. PACAY
Chairperson, Bids and Awards Committee
Dalan na Pappabalo, Regional Government Center, Carig Sur,
Tuguegarao City, Cagayan 3500
Telephone No. (078) 304-8366/0556
Email: rss02@psa.gov.ph

Interested service provider shall also submit a copy of 2024 Mayors' or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarification, you may contact the RBAC Secretariat at (078) 304-8366/0556 or send email to psarsso2.rbac@gmail.com.


ENGR. ROSE Q. PACAY
Chairperson, Bids and Awards Committee

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 this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at psarso2.rbac@gmail.com.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
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 PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
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 RSSO II - RBAC may terminate 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.

TERMS AND CONDITIONS:

12. Bidders shall provide correct and accurate information required in this form.
13. 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.
14. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
15. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
16. Quotations exceeding the Approved Budget for the Contract shall be rejected.
17. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC 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.
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21. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
22. 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 RSSO II - RBAC may terminate 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.
23. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
24. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

SUPPLY AND DELIVERY OF VARIOUS SUPPLIES OF PSA RSSO II FOR THE THIRD QUARTER 2025			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Ballpen, good quality - black	50 pcs		
Ballpen, good quality - Blue	25 pcs		
Envelope, Expandable, 8.5*13"	1 box		
Green Folder, Expandable, 8.5*13"	1 box		
Battery AAA, heavy duty	10 pcs		
Battery AA, heavy duty	10 pcs		
Certificate Holder, A4, Plastic, blue	50 pcs		
Certificate Holder, A4, Frame	10 pcs		
Laminating Film, A4	2 reams		
Glossy Photo Sticker, A4, 150gsm, pack of 10's	10 packs		
Clear/transparent printable sticker, A4, 150gsm, pack of 20's	10 packs		
Photo Paper, good quality, A4, pack of 10's	10 packs		
Push Pin, pack of 30's	10 packs		
Stationery Thumb Tacks 100 pcs per Pack	5 packs		
Tape Adhesive, 1"	10 rolls		
CONSUMABLES			
HP Printcart, 85A	20 carts		
Epson, 003 Black, genuine (expiry should be on 2030)	15 bottles		
Epson, 664 Black, genuine (expiry should be on 2030)	15 bottles		
TONER CARTRIDGE, HP CB435A, Black	5 carts		
HP 76A Black Original LaserJet Toner Cartridge - (CF276A)	3carts		
HP 678 - DeskJet Ink Advantage 1515, 2515, 2545, 2645, 3545, 4515, 4645 - CZ107AA Black, CZ108AA Color	3 set		
JANITORIAL SUPPLIES			
Bathroom Soap, 55g	10 pcs.		
Deodorant Cake, Albatross	15 pcs.		
Detergent Powder, 1Kg	15 pcs.		
Diswashing Liquid, 1 liter - branded	15 bottles		
Handsoap, Liquid, 250ml	10 bottles		
Fabric Conditioner, 1 galloon	5 galloons		

Specification:**Delivery Requirements**

Delivery within **10 working days** upon receipt of the End-User's notice. End-User shall determine and coordinate with the supplier for the date of deliveries

FINANCIAL OFFER:**Terms of Payment:**

Payment shall be made through LandBank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____

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

SUPPLY AND DELIVERY OF VARIOUS SUPPLIES OF PSA RSSO II FOR THE THIRD QUARTER 2025

Approved Budget for the Contract (ABC):

ONE HUNDRED FIFTY-NINE THOUSAND TWO HUNDRED NINETY-FIVE PESOS ONLY
(PhP159,295.00)

Items	Quantity (A)	Offered Price per unit (B)	Total Offered price per item (A x B)
Ballpen, good quality - black	50 pcs		
Ballpen, good quality - Blue	25 pcs		
Envelope, Expandable, 8.5*13"	1 box		
Green Folder, Expandable, 8.5*13"	1 box		
Battery AAA, heavy duty	10 pcs		
Battery AA, heavy duty	10 pcs		
Certificate Holder, A4, Plastic, blue	50 pcs		
Certificate Holder, A4, Frame	10 pcs		
Laminating Film, A4	2 reams		
Glossy Photo Sticker, A4, 150gsm, pack of 10's	10 packs		
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Photo Paper, good quality, A4, pack of 10's	10 packs		
Push Pin, pack of 30's	10 packs		
Stationery Thumb Tacks 100 pcs per Pack	5 packs		
Tape Adhesive 1"	10 rolls		
CONSUMABLES			
HP Printcart, 85A	20 carts		

Epson, 003 Black, genuine (expiry should be on 2030)	15 bottles		
Epson, 664 Black, genuine (expiry should be on 2030)	15 bottles		
TONER CARTRIDGE, HP CB435A, Black	5 carts		
HP 76A Black Original LaserJet Toner Cartridge - (CF276A)	3carts		
HP 678 - DeskJet Ink Advantage 1515, 2515, 2545, 2645, 3545, 4515, 4645 - CZ107AA Black, CZ108AA Color	3 set		
JANITORIAL SUPPLIES			
Bathroom Soap, 55g	10 pcs.		
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Detergent Powder, 1Kg	15 pcs.		
Diswashing Liquid, 1 liter - branded	15 bottles		
Handsoap, Liquid, 250ml	10 bottles		
Fabric Conditioner, 1 galloon	5 galloons		
Total Offered Quotation	In words:		
	In figures:		

Signature over Printed Name

Position/Designation

PILAR Q. ADARME
Canvasser

Office Telephone/Fax/Mobile Nos.

Email address/es