



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: April 16, 2024
RFQ No.: PSA-NCR-RO-24-040

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Supplies and Materials for the Consumer Expectation Survey 2nd Quarter** in accordance with Section 52.1 (Shopping) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Common Office Supplies	Php77,700.00
2	Token and Materials	Php180,000.00
3	ICT Equipment	Php48,018.00

Please quote your **best offer** in **lot/all 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 **22 April 2024 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 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
PhilGEPS Registration Number	
Income/Business Tax Return	

For any clarification, you may contact us at telephone no. **8937-7738** or email address at a.jumaquio@psa.gov.ph


ANJINETTE JUMAQUIO-ALONDAY
ROBAC Secretariat


BAMBIE A. VILLARUEL
ROBAC Chairperson



Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Common Office Supplies	1 lot	1 lot	20 days upon receipt of the Notice to Proceed (NTP).
2	Token and Materials	1 lot	1 lot	30 days upon receipt of the Notice to Proceed (NTP).
3	ICT Equipment	1 lot	1 lot	30 days upon receipt of the Notice to Proceed (NTP).

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:

TECHNICAL SPECIFICATIONS

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Technical specifications with asterisks () are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.]*

Technical Specifications:	Unit	Quantity	Statement of Compliance
PENCIL, No. 2 Description 12pcs/box	pc	500	

PLASTIC ENVELOPE LONG (EXPANDED) Description with handle, transparent color	pc	300	
BOND PAPER A4 (120 GSM)	ream	200	

I hereby certify to comply with all the above Technical Specifications.

 Name of Company/Bidder

 Signature over Printed Name

 Date

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Technical Specifications:	Unit	Quantity	Statement of Compliance
KATCHA BAG color: white Size: 14x17 inches (35x43cm) with 4-inch (10cm) Gusset Bottom	pc	300	
GAA 10000mAH Portable Mini Fan USB Rechargeable Adjustable Cooling Fan Handheld Fan with Battery Display Phone Holder prod. size: 188x90x46.5mm base size: 64x64x16 mm Battery Voltage: 3.7V Battery type: 18650 lithium battery prod. power: 2.5W weight: 190g color: Pink/Blue/White	pc	200	

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Name of Company/Bidder

Signature over Printed Name

Date





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Technical Specifications:	Unit	Quantity	Statement of Compliance
3-Axis Gimbal Stabilizer Grey Color Grey Compatible Devices: Camera Product Dimensions: 5.91" D x 6.5"W x 14.57"H Item Weight: 2000 Grams Maximum Weight Recommendation: 4.9 Pounds Folded Size: 8.66" x 7.87" x 2.95"	pc	1	
Conference Room HDMI 60fps USB3.0 Camera Conference Room HDMI 60fps USB3.0 Camera System with Bluetooth Microphone and Speaker 3X Optical Zoom 1080P PTZ Video Camera Kit with Speakerphone for Church Home Office	pc	1	
HDMI 1.4 HDMI to Mini HDMI Cable 6 to 10 meters Connector 1 HDMI Connector 2 Mini HDMI HDMI Version HDMI 1.4 Maximum Resolution 1080p	pc	2	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date







FINANCIAL OFFER

Please quote your best offer for the item(s) below. Price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

Item Description	Price Offer	Total Bid Price

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

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 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.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR 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. The PSA-NCR shall have the right to inspect office space to confirm their conformity to the technical specifications.
11. Payment will be made after receipt claim/invoice from the supplier.
12. Liquidated damages equivalent to one 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 PSA NCR 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.
13. PSA NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A 918, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es