



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 NATIONAL CAPITAL REGION



REQUEST FOR QUOTATION

Date: October 6, 2023
RFQ No.: PSA-NCR-RO-23-121

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Cabinet for PhilSys ID Storage of PSA NCR**, 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	Cabinet	Php768,000.00

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 **12 October 2023 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 2023 Mayor's or Business Permit	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 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

A. Jumaquio
 ANJINETTE JUMAQUIO-ALONDAY
 ROBAC Secretariat

Bambie A. Villaruel
 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	Cabinets	1 lot	1 lot	45-60 days upon receipt of the Notice to Proceed (NTP).

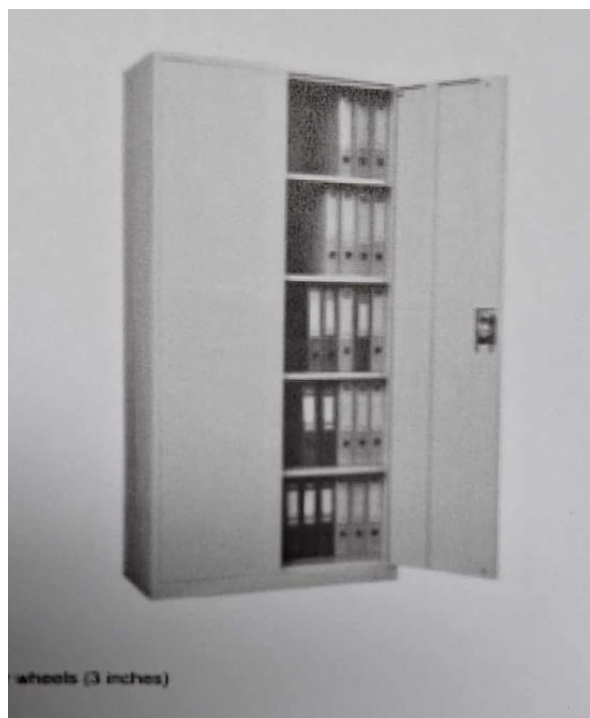
Note: There will be three (3) delivery addresses for this procurement.
 Address 1: PSA-NCR I J.P. Laurel cor. Minerva Street, San Miguel, Manila
 Contact Person: Ricky Alterado
 Administrative Aide VI
 0919-5105-955

Unit	Item Description	Quantity
pc	<p>Storage Cabinet – Swing Metal Door Dimension: 72” H x 36” W x 18” D All steel fabricated in cold rolled sheets Gauge No. 20 with four (4) adjustable shelves, double swing metal door, provided with imported flush handle with lock and duplicate keys with caster wheel three (3) inches Color: Almond beige or beige Finished: Powder coated with anti-rust protection</p> <p>Refer to the accompanying picture</p>	20



Address 2: PSA-NCR PO II 8th Floor Grand EDSA Residences, #75 Corregidor st., cor EDSA, Brgy. Ramon Magsaysay, Quezon City
 Contact Person: Gemma Fe Carlos
 Administrative Aide VI
 0945-9840-632

Unit	Item Description	Quantity
pc	<p>Storage Cabinet – Swing Metal Door Dimension: 72” H x 36” W x 18” D All steel fabricated in cold rolled sheets Gauge No. 20 with four (4) adjustable shelves, double swing metal door, provided with imported flush handle with lock and duplicate keys with caster wheel three (3) inches Color: Almond beige or beige Finished: Powder coated with anti-rust protection</p> <p>Refer to the accompanying picture</p>	20



Address 3: PSA-NCR PO V 3rd Floor STWLPC Building 338-342 Sen. Gil Puyat Avenue, Pasay City.
 Contact Person: Gina Nicanor
 Administrative Assistant II
 0956-6720-894/8834-1601

Unit	Item Description	Quantity
pc	<p>STORAGE CABINET -SLIDING GLASS DOORS All Steel, Fabricated in cold rolled sheet (CRS) with five (5) adjustable shelves, sliding glass door, 4mm thickness with metal frame provided handle, lock and duplicate keys, Gauge No. 22</p> <p>Dimension: 72"H x 36"Wx18"D</p>	6

pc	<p>Color: Beige Finished: Powder coated hi-bake with anti rust protection</p> <p>STEEL SHELVING - CLOSE TYPE THREE (3) All Steel, Fabricated in cold rolled sheet (CRS) with seven adjustable shelves, each shelf has stiffener, Gauge No.22 side cover and rear cover, post made of fabricated angle bar B.1 # 14 1 1/2" x 1 1/2", Gauge No. 22 Dimension: 72"H x 36"W x 18"D Color: Beige</p>	6
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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:

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
<p>STORAGE CABINET – SWING METAL DOOR Dimension: 72" H x 36" W x 18" D All steel fabricated in cold rolled sheets Gauge No. 20 with four (4) adjustable shelves, double swing metal door, provided with imported flush handle with lock and duplicate keys with caster wheel three (3) inches Color: Almond beige or beige Finished: Powder coated with anti-rust protection</p>	pc	40	
<p>STORAGE CABINET -SLIDING GLASS DOORS All Steel, Fabricated in cold rolled sheet (CRS) with five (5) adjustable shelves, sliding glass door, 4mm thickness with metal frame provided handle, lock and duplicate keys, Gauge No. 22 Dimension: 72"H x 36"Wx18"D Color: Beige Finished: Powder coated hi-bake with anti rust protection</p>	pc	6	

<p>STEEL SHELVING - CLOSE TYPE THREE (3) All Steel, Fabricated in cold rolled sheet (CRS) with seven adjustable shelves, each shelf has stiffener, Gauge No.22 side cover and rear cover, post made of fabricated angle bar B.1 # 14 1 1/2" x 1 1/2", Gauge No. 22</p> <p>Dimension: 72"H x 36"W x 18"D</p> <p>Color: Beige</p>	pc	6	
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Delivery Term: 45-60 days upon the receipt of the Notice to Proceed

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 of supplies 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