



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
NATIONAL CAPITAL REGION

## REQUEST FOR QUOTATION

**Date:** February 28, 2024  
**RFQ No.:** PSA-NCR-RO-24-22

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Drinking Water for PSA NCR Offices-Reposting**, in accordance with Section 53.10 (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	<b>Drinking Water for PSA RSSO NCR</b>	Php32,760.00
2	<b>Drinking Water for PSA NCR PSO II</b>	Php66,150.00

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 **4 March 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
<b>Copy of 2023 Mayor's or Business Permit</b>	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 <b>after award of contract but before payment</b> .
<b>PhilGEPS Registration Number</b>	
<b>Income/Business Tax Return</b>	

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

  
ANJINETTE JUMAQUIO-ALONDAY  
ROBAC Secretariat

  
BAMBIE A. VILLARUEL  
ROBAC Chairperson



Address: 9/F EDSA Grand Residences, 75 Corregidor St. Cor. EDSA, Quezon City 1105  
Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042  
URL: <http://rssoncr.psa.gov.ph>  
Email: [rssoncr@psa.gov.ph](mailto:rssoncr@psa.gov.ph)

**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><b>Procurement of Drinking Water for RSSO NCR Office for April 1 to December 31, 2024 estimated 936 gals.</b></p> <p>-The Supplier shall supply the PSA-NCR <b>more or less twenty (20) containers of five (5) gallon</b> Purified Drinking Water every Wednesday, depending on the consumption needed.</p> <p>-The Supplier shall provide and maintain at least 3 Hot and Cold Dispensers and see to it that the containers delivered are clean and in good condition.</p> <p>-Five (5) gallon containers and the Hot and Cold Dispensers shall remain to be the property of the Supplier, to be returned at the end of the contract.</p> <p>-Periodic maintenance of hot and cold dispenser will be conducted by authorized staff of Supplier.</p>	1	lot	

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

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

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<b>Technical Specifications:</b>	<b>Unit</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Drinking Water, Purified Round Bottle (5 gallons): 45 bottles/week  <i>Breakdown (per week):</i> PSO - 1 ASU - 5 CRU - 5 SFOU 1 - 6 SFOU 2 - 6 LIBRARY/LOUNGE - 10 MAPPING - 6 CONFERENCE - 6  Other requirements:  1. The supplier shall deliver purified drinking water twice or thrice a week (Monday, Wednesday and/or Friday) or depending on the consumption need, with an estimated average quantity of Forty-Five (45) five-gallon containers per week.  2. All water containers should be thoroughly cleaned under pressurized cleaning process and sanitized. It should be sealed and capped by a one-time plastic bottle cap.	gal	<b>1,890</b>	

<p>3. The purified drinking water must be clear and does not have objectional taste, odor, and color. It must conform to the Standard Values prescribed under DOH Administrative Order No. 2017-0010 dated June 23, 2017 and other related issuances, if any.</p> <p>4. Provision for at least two (2) units of water dispensers with options of dispensing both hot and cold water at no additional cost to PSA NCR PSO II.</p> <p>5. All water dispensers must undergo monthly cleaning and sanitation to be conducted by the Supplier, every Saturday of the month, within the office premises and in the presence of PSA NCR PSO II representative.</p> <p>6. Defective water dispensers must be replaced within twenty-four (24) hours upon receipt of the verbal/written notice from PSA NCR PSO II representative.</p>			
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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:

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\_\_\_\_\_  
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.

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax/Mobile Nos.

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Email address/es