



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

**REQUEST FOR QUOTATION**

**Date:** November 09, 2021  
**RFQ No.:** PSA-NCR-RO-21-123

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Lease of Office Space for Philippine Identification System (PhilSys) Fixed Registration Center of PSA NCR PO V (Reposting)**, 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	<b>Lease of Office Space for Philippine Identification System (PhilSys) Fixed Registration Center of PSA NCR PO V</b>	Php840,000.00

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 **15 November 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
<b>Copy of 2021 Mayor's or Business Permit</b>	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> .
<b>Notarized Omnibus Sworn Statement</b>	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)

  
ANJINETE R. JUMAQUIO  
ROBAC Secretariat

  
ELMOR G. BARROQUILLO  
ROBAC Chairperson



Management System  
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Email: [psa.ncr.rssso@gmail.com](mailto:psa.ncr.rssso@gmail.com)

**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:

<b>LOT 1: Lease of Office Space for Philippine Identification System (PhilSys) Fixed Registration Center of PSA NCR PO V</b>				
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check)	
			YES	NO
<b>Minimum Specification:</b> -Lease term is for one (1) year -Closed indoor space -Minimum Space Requirement is 88 s.q.m -If possible, with waiting area -If within a building, preferably on the ground floor and area must be easily accessible to PWD's Senior Citizens, Pregnant women, and children. -Requires no or minor renovation -the lessor should cover the expenses for the renovation, improvements, and air conditioning facility for the office space -with atleast one (1) free parking slot for PSA vehicle -has comfort room each for male and female -sufficient electrical fixtures and convenience working outlets -with main or sub meter for electric and water supply -Strategically located within Pasay City	lot	1		

**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.

<b>LOT 1: Lease of Office Space for Philippine Identification System (PhilSys) Fixed Registration Center of PSA NCR PO V</b>			
<b>ABC</b>	<b>QUANTITY (A1)</b>	<b>OFFERED PRICE (B1)</b>	<b>TOTAL OFFERED QUOTATION FOR LOT 1 (A1) x (B1)</b>
<b>Eight Hundred Forty Thousand Pesos (Php840,000.00)</b>	1		<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 PO 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 PO 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 PO 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.