



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: November 18, 2021
RFQ No.: PSA-NCR-RO-21-134

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Various Office Supplies for PhilSys Step 2 Registration of PSA NCR PO II** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

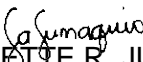
LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Office Supplies	Php653,480.00
2	Health Supplies	Php151,235.00

Please quote your **best offer** in **all** or **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 **23 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
Copy of 2021 Mayor's or Business Permit	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 after award of contract but before payment .
Notarized Omnibus Sworn Statement	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement , subject to compliance therewith after award of contract but before payment .

For any clarification, you may contact us at telephone no. **937-7738** or email address at psa.ncr.robac@gmail.com


ANJINETTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



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Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042
URL: <http://rssoncr.psa.gov.ph>
Email: 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:

LOT 1: Office Supplies				
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check)	
			YES	NO
Paper, A4, 80gsm, Multicopy, size: 8.27" x 11.69"	ream	2250		
Paper, Legal, 80gsm, Multicopy, size: 8.5" x 13"	ream	750		
Paper, A4, 70gsm, Multi-purpose, size: 8.27" x 11.69"	ream	80		
Paper, Legal, 70gsm, Multi-purpose, size: 8.5" x 13"	ream	80		
Sticker Paper	pack	6		
Tape, Double Adhesive	roll	4		
Highlighter, 10 - orange; 10 - green; 10 - yellow	piece	30		
Ruler, Plastic, 12"	piece	9		
Pencil, lead with eraser, No. 2, 12s/box	box	30		
Sign Pen, Black, 0.7mm	piece	30		
Glue, all purpose, 200 grams min	jar	5		
Twine, Plastic, 1kilo per roll	roll	3		
Clip, Backfold, Small	box	30		
Stapler, Standard Type	piece	12		
Correction Tape, Film base type	piece	30		
Cutter, Knife, size: big	piece	5		
Tape, Packaging, Clear	rolls	5		
Filler, Notebook, 7s/bundle	bundle	20		
Arrow Tabs, self-adhesive, 12.7mm x 44mm, 10 colors x 20 sheets per pack	pack	30		
Arch File Folder, (Data Folder), Black, Long	pc	50		

LOT 2: Health Supplies			
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check) YES NO
<p>Face Shield Direct splash protection, Full face shield, Anti-fog, Latex free, One size fits all, Soft head foam, Comfort stretch band, disposable</p>	piece	1000	
<p>Gloves 100s/box, Nitrile, Disposable, Non-sterile, Lax, Powder-free, Ambidextrous, Rolled bead cuff, Finger textured</p>	box	200	
<p>Rags All cotton, 32 pieces per kilogram min per bundle</p>	bundle	63	
<p>Trash bag Plastic, transparent, size: large, 10s/roll</p>	roll	160	
<p>Wet Wipes 100sheets/pack, Unscented; Wipes contains Aloe Vera, Lanolin, and Vitamin E; Natural, mild, and effective cleansing; Paraben-free; Hypo-allergenic; Natural ingredients; Resealable cover to prevent moisture loss; Sheet size - 200mm x 100mm; Thicker sheet; FDA approved</p>	pack	1000	

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.

LOT 1: Office Supplies			
ABC	QUANTITY (A1)	OFFERED PRICE (B1)	TOTAL OFFERED QUOTATION FOR LOT 1 (A1) x (B1)
Six Hundred Fifty-Three Thousand Four Hundred Eighty Pesos (Php653,480.00)		<hr/>	In Words: <hr/> <hr/> <hr/> <hr/> In Figures: <hr/> <hr/>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

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.

LOT 2: Health Supplies			
ABC	QUANTITY (A1)	OFFERED PRICE (B1)	TOTAL OFFERED QUOTATION FOR LOT 1 (A1) x (B1)
One Hundred Fifty-One Thousand Two Hundred Thirty- Five Pesos (Php151,235.00)		_____	In Words: _____ _____ _____ _____ In Figures: _____ _____

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 II 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 II 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 II 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.