



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

**REQUEST FOR QUOTATION**

**Date:** November 02, 2021  
**RFQ No.:** PSA-NCR-RO-21-121

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Supplies for PhilSys Step 2 Registration of PSA NCR PO V**, 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	Supplies for PhilSys Step 2 Registration of PSA NCR PO V	Php126,576.00

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 **08 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



Address: 9/F EDSA Grand Residences, 75 Corregidor St. Cor. EDSA, Quezon City 1105  
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URL: <http://rssoncr.psa.gov.ph>  
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: Supplies for PhilSys Step 2 Registration of PSA NCR PO V</b>				
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check)	
			YES	NO
Ballpen, black, 50 pcs per box	box	15		
Ink, Epson Black 859, 140ml	bot	150		
Stamp pad black ink	pc	30		
Staple wire, No.35	box	28		
Long Brown Envelope	pc	300		
Trash bag small (100s)	pack	9		
Packaging Tape 48MM x 30MM	pc	60		
Masking Tape 36MM x 22MM	pc	60		
Twine Plastic Rope	roll	30		
Correction Tape 5MM x 6M	pc	120		
Wipe out 250g	pc	348		
Laminating Machine Film Roll 12 X 100 X 250 micron	roll	4		

**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: Supplies for PhilSys Step 2 Registration 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>
<p align="center"><b>One Hundred Twenty Six Thousand Five Hundred Seventy Six Pesos (Php126,576.00)</b></p>	<p>Ballpen, black, 50 pcs per box-15 Ink, Epson Bk 859, 140ml-150 Stamp pad black ink-30 Staple wire No.35-28 Long Brown Envelope-300 Trash bag small (100s)-9 Packaging Tape 48MM x 30MM-60 Masking Tape 36MM x 22MM-60 Twine Plastic Rope-30 Correction Tape 5MM x 6M-120 Wipe out 250g-348 Laminating Machine Film Roll 12 X 100 X 250 micron-4</p>	<p>_____</p>	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
			<p><b>In Figures:</b></p> <p>_____</p>

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

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_

**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.