



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

**REQUEST FOR QUOTATION**

**Date:** December 10, 2021  
**RFQ No.:** PSA-NCR-RO-21-157

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 PSA NCR PO I**, 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>Various Office Supplies for PSA NCR PO I</b>	Php129,622.57

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 **16 December 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. **8937-7738** or email address at [psa.ncr.robac@gmail.com](mailto:psa.ncr.robac@gmail.com)

  
ANJINESTE R. JUMAQUIO  
ROBAC Secretariat

for:   
ELMOR G. BARROQUILLO  
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: [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: Various Office Supplies for PSA NCR PO I</b>				
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check)	
			YES	NO
CARBON FILM, A4	box	4		
CARBON FILM, legal	box	4		
LOOSELEAF COVER, legal	bund le	2		
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	30		
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20		
NOTE PAD, stick on, 3" x 3"	pad	40		
PAPER, MULTICOPY, A4, 80 gsm	ream	100		
PAPER, MULTICOPY, Legal, 80gsm	ream	100		
PAPER, Multi-Purpose, A4, 70 gsm	ream	100		
PAPER, multi-purpose, legal, 70gsm	ream	100		
PAPER, parchment, A4	box	5		
Thermal Paper, 55GSM (-5%) ,1/2 Core, 216mm x 30m	roll	10		
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10		
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10		
TOILET TISSUE PAPER, 2-ply, 100% recycled, 8 roll	pack	10		
BATTERY, dry Cell, size AA	pack	150		
BATTERY, dry Cell, size AAA	pack	50		

GLUE, all purpose	jar	5	
STAPLE WIRE, standard	box	60	
TAPE, masking, 24mm	roll	20	
TAPE, MASKING, 48mm	roll	10	
TAPE, packaging, 48mm	roll	10	
TAPE, transparent, 24mm	roll	50	
TAPE, transparent, 48mm	roll	10	
Double-sided tape, 1 inch	roll	5	
TWINE, plastic	roll	10	
RULER, plastic, 450mm	piece	50	
CLIP, backfold, 19mm	box	35	
CLIP, backfold, 25mm	box	35	
CLIP, backfold, 32mm	box	35	
CLIP, backfold, 50mm	box	35	
CORRECTION TAPE, 8m	piece	50	
DATA FILE BOX	piece	15	
DATA FOLDER	piece	50	
ENVELOPE, documentary, A4			
ENVELOPE, DOCUMENTARY, for legal size document	box	2	
ENVELOPE, expanding, kraft, legal	box	2	
ENVELOPE, expanding, plastic	box	1	
ERASER, FELT, for blackboard/whiteboard	piece	5	
FASTENER, metal, non-sharp edges	box	20	
FOLDER, L-type, legal	pack	5	
FOLDER, pressboard	box	1	
FOLDER, with tab, A4	pack	10	
FOLDER, with tab, legal	pack	10	
MARKER, fluorescent	set	20	
MARKER, whiteboard, blue	piece	12	
MARKER, whiteboard, red	piece	12	
MARKER, permanent, blue, bullet type	piece	24	
MARKER, permanent, red, bullet type	piece	12	
PAPER CLIP, vinyl/plastic coated, 33mm	box	70	
PAPER CLIP, vinyl/plastic coated, 50mm	box	70	
RUBBER BAND, No. 18	box	9	
STAMP PAD, felt	piece	5	
CUTTER/UTILITY KNIFE, for general purpose	piece	35	
DATING AND STAMPING MACHINE	piece	2	
PUNCHER, paper, heavy duty	piece	20	
SCISSORS, symmetrical			
STAPLER, standard type	pair	40	
STAPLE REMOVER, plier type	piece	30	
TAPE DISPENSER, table top	piece	5	
	piece	5	

MECHANICAL PENCIL	piece	10	
MECHANICAL PENCIL, LED 0.5	piece	50	
CLEARBOOK, 20 Transparent pockets, Legal	piece	10	
ERASER, plastic/rubber	piece	500	
SIGN PEN, black	piece	110	
SIGN PEN, blue	piece	60	
SIGN PEN, red	piece	56	
ID holder	pc	200	
Colored paper, Assorted	pc	100	
V-Board paper, Vellum board, white, legal, 10s	pack	10	
V-Board paper, Vellum board, colored, assorted, legal, 10s	pack	10	
Paper cutter	pc	1	
Plastic Comb for ring binding	pc	10	
Plastic cover	roll	3	

**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: Various Office Supplies for PSA NCR PO I</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-Nine Thousand Six Hundred Twenty- Two Pesos and Fifty Seven Centavos (Php129,622.57)</b></p>		<hr/>	<p><b>In Words:</b></p> <hr/> <hr/> <hr/> <hr/>  <p><b>In Figures:</b></p> <hr/>

\_\_\_\_\_  
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 I 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 I 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 I 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.