



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

## REQUEST FOR QUOTATION

Name of Project: Procurement of Office Supplies for Philsys Step 2 Registration of PSA-NCR PO I (Reposting)

Solicitation No: PSA-NCR-RO-21-035

Date: 30 April 2021

Place of Delivery: PSA-NCR PO I  
GAMA Building, J.P. Laurel cor. Minerva Street  
San Miguel, Manila

ABC: **Php 110,000.00**

Description:

The Philippine Statistics Authority - Regional Statistical Service Office National Capital Region (PSA-RSSO NCR) invites interested suppliers / bidders to submit their quotations / proposals for the hereunder requirements:

1. Mayor's Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement or
4. Income Tax Return

Please submit your formal proposal duly signed by your representative through email to: [psa.ncr.robac@gmail.com](mailto:psa.ncr.robac@gmail.com) or via sealed envelope or the option of the supplier, attention to:

MR. ELMOR G. BARROQUILLO  
ROBAC Chairperson  
Philippine Statistics Authority  
National Capital Region

*Note: Price quoted shall include VAT.*

Deadline for submission of sealed quotations is on May 5, 2021, 10:00 A.M. at 9<sup>th</sup> Floor EDSA Grand Residences, 75 Corregidor Street corner EDSA, Quezon City. The PSA- RSSO NCR assume no responsibility, whatsoever, to compensate or indemnify suppliers / bidders for any expenses incurred in the preparation of the quotation.



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.rso@gmail.com](mailto:psa.ncr.rso@gmail.com)

A. Project Site and Contact Person

| Project Site   | Contact Person | Address / Telephone No.  |
|----------------|----------------|--|
| City of Manila | Jing Rocabo    | GAMA Building, J.P. Laurel cor. Minerva Street,<br>San Miguel, Manila<br>Tel. Nos. 8-716-7911 / 8-713-1015 |

B. Schedule of Delivery

| Date of Delivery                            | ABC                 | Goods to be Delivered |
|---|---------------------|-----------------------|
| 7-10 days upon receipt of Notice to Proceed | (Subject to 6% VAT) | Office Supplies       |

C. Technical Specifications

| Specifications  | Unit   | Qty | Unit Price | Total Amount<br>VAT<br>inclusive | Compliance with<br>Technical<br>Specification/<br>Brand Name<br>(please check) |    |
|---|--------|-----|------------|----------------------------------|--|----|
|   |        |     |            |                                  | YES  | NO |
| <b>Procurement of Office Supplies for<br/>Philsys Step 2 Registration</b> |        |     |            |                                  |  |    |
| Silicon ID Holder, 50 pcs   | pack   | 10  |            |                                  |  |    |
| Vellum Board, 8.5 x 13, 220 gsm, white                                    | pack   | 50  |            |                                  |  |    |
| Sign pen, black, 12 pcs per box   | box    | 30  |            |                                  |  |    |
| Ballpen, black, 50 pcs per box  | box    | 5   |            |                                  |  |    |
| Bond paper, Long  | box    | 50  |            |                                  |  |    |
| Colored paper, 80gsm, 250 sheet per pack                                  | pack   |     |            |                                  |  |    |
| • Red   |        | 1   |            |                                  |  |    |
| • Yellow  |        | 1   |            |                                  |  |    |
| • Green   |        | 1   |            |                                  |  |    |
| • Orange  |        | 1   |            |                                  |  |    |
| Roll laminating film, 9 inc, 50 meters                                    | pack   | 1   |            |                                  |  |    |
| Laminating film, 65mmx95mm, 125<br>microns, 100 pcs per pouch             | pouch  | 25  |            |                                  |  |    |
| Anti-slip sticker tape, 2 in x 5m   | pc     | 20  |            |                                  |  |    |
| Ink, Epson Bk 859, 140ml  | bottle | 50  |            |                                  |  |    |
| Wall hook   | pc     | 100 |            |                                  |  |    |

C. Financial Proposal

1. The supplier / bidder shall submit as part of their financial proposal, the price schedule of the goods and other related services as specified in the Technical Specification.
2. Prices quoted by the supplier / bidder shall be fixed during the bidder's performance of the contract and not subject to variation/s or price escalation/s on any account. A bid / proposal submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

**Prepared by:**

  
**GERALD M. MORADA**  
ROBAC Secretariat

**Approved:**

  
**ELMOR G. BARROQUILLO**  
ROBAC Chairperson