



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Title: Procurement of Office Supplies for PSA-NCR PO II
Date: October 30, 2020
Place of Delivery: PSA-NCR PO II
8th Floor EDSA Grand Residences
75 Corregidor Street corner EDSA, Quezon City
ABC: **Php 275,111.00**

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. Income Tax Return
4. Omnibus Sworn Statement

Please submit your formal proposal duly signed by your representative through email to: 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 November 10, 2020, 10:00 A.M. at 9th 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.



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9th Floor EDSA Grand Residences
75 Corregidor Street, cor EDSA
Barangay Ramon Magsaysay, Quezon City 1105
<http://rssoncr.psa.gov.ph> • psa.ncr.rso@gmail.com

A. Project Site and Contact Person

Project Site	Contact Person	Address / Telephone No.
Quezon City	Zaida D. Austria	8th Floor EDSA Grand Residences, 75 Corregidor Street corner EDSA, Quezon City Tel. Nos. 8-716-0828/ 8-713-4472

B. Schedule of Delivery

Date of Delivery	ABC	Goods to be Delivered
5-15 days upon receipt of Notice to Proceed	(Subject to 7% VAT)	Office Supplies

C. Technical Specifications

Specifications	Unit	Qty	Unit Price	Total Amount VAT inclusive	Compliance with Technical Specification (please check) YES NO
Lot 1				125,100.00	
• Bond paper (80 gsm)					
○ Legal Size	reams	80	230.00	18,400.00	
○ A4	reams	60	205.00	12,300.00	
○ Letter (short)	reams	20	195.00	3,900.00	
• Bond paper (70 gsm)					
○ Legal Size	reams	275	200.00	55,000.00	
○ A4	reams	150	180.00	27,000.00	
○ Letter (short)	reams	50	170.00	8,500.00	
Lot 2				82,860.00	
• (Ink and Toner)					
○ Toner CE 285 AC, Black	Cart	15	3,900.00	58,500.00	
○ EPSON T6641, Black	Ink	10	300.00	3,000.00	
○ EPSON T6642, Cyan	Ink	10	320.00	3,200.00	
○ EPSON T6643, Magenta	Ink	10	320.00	3,200.00	
○ EPSON T6644, Yellow	Ink	10	320.00	3,200.00	
○ EPSON T7741, Black	Ink	4	670.00	2,680.00	
○ HP 680, Black	Ink	2	560.00	1,120.00	
○ HP 680, Colored	Ink	2	560.00	1,120.00	
○ HP 678, Black	Ink	6	570.00	3,420.00	
○ HP 678, Tri-color	Ink	6	570.00	3,420.00	

Specifications	Unit	Qty	Unit Price	Total Amount VAT inclusive	Compliance with Technical Specification (please check) YES NO
Lot 3				67,151.00	
• Other Office supplies					
○ Ball pen, Black	800		15.00	12,000.00	
○ Ball pen, Blue	315		15.00	4,725.00	
○ Ball pen, Red	20		15.00	300.00	
○ Ball pen, violet	30		15.00	450.00	
○ Eraser, B30	500		18.00	9,000.00	
○ Pencil, (green)	45		92.00	4,140.00	
○ Glue, 130gsm	30		49.75	1,492.00	
○ Masking tape, 1"x 25y	60		44.75	2,685.00	
○ Masking Tape 2"x25y	60		64.00	3,840.00	
○ Scotch Tape 1"x100y	60		178.00	10,680.00	
○ Tape dispenser	10		139.00	1,390.00	
○ Paper puncher, heavy duty	10		128.00	1,280.00	
○ Pencil sharpener, aluminum die cast	10		225.00	2,250.00	
○ Stapler, moderna	20		165.00	3,300.00	
○ Staple wire, #35	100		35.00	3,500.00	
○ Battery, alkaline, "AA"	50		40.00	2,000.00	
○ Battery alkaline, "AAA"	50		45.00	2,250.00	
○ Correction Tape, 5mmx10mm	25		74.75	1,868.75	

D. 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