



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

## REQUEST FOR QUOTATION

Name of Project: Procurement of Various Office Supplies for Philsys Step 1 Registration of PSA-NCR PO V- Second Posting

Solicitation No: PSA-NCR-RO-21-018

Date: 22 March 2021

Place of Delivery: PSA-NCR PO V  
3rd Floor STWLPC Building  
362-342 Gen. Gil Puyat Avenue

ABC: **Php 196,641**

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 March 26, 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.
Pasay City	Gina Nicanor	3rd Floor STWLPC Building 362-342 Gen. Gil Puyat Avenue, Pasay City Tel. Nos. 8- 833-8284 / 8-834-1601

B. Schedule of Delivery

Date of Delivery	ABC	Goods to be Delivered
5-10 days upon receipt of Notice to Proceed	(Subject to 6% VAT)	Office Supplies

C. Technical Specifications

Specifications	Unit	Qty.	Unit Price	Total Amount VAT inclusive	Compliance with Technical Specification (please check)	
					YES	NO
<b>Procurement of Various Office Supplies for Philsys Step 1 Registration</b>						
Ballpen (Black) 50's	box	20				
Pencil (Monggol) # 1 (12's)	box	10				
Double Adhesive Tape	roll	300				
Pentel Pen	pc	12				
Record/Logbook (500's)	pc	6				
Adhesive Tape, Transparent 24mm	roll	6				
Brown Envelope (Long)	pc	100				
Ruler	pc	6				
Staple, Standard Size	pc	6				
Staple wire # 35, Standard Size	box	25				
Correction Tape	pc	30				
Highlighter (Stabilo Boss)	pc	12				
Rugs	kl	12				
Lead Pencil .05	tube	12				
Rubber Bond	box	2				
Folder with Tab A4	pack	2				
Folder with Tab (Long/Legal)	pack	2				
Paper Clip vinyl/ plastic coated, 50mm	box	50				
Paper Clip vinyl/ plastic coated, 33mm	box	30				
Paper Fastener (Plastic)	box	24				
Time Card (Yokata Band)	tube	12				
HP Ink # 680 Black	pc	30				
HP Ink # 680 Tri Color	pc	20				
HP Ink # 704 Black	pc	25				
HP Ink # 704 Tri Color	pc	20				
Canon Ink # 740 Black	pc	12				
Canon Ink # 741 Tri Color	pc	12				
Paper, Multi Copy, 80 gsm size 210mmx297mm	ream	70				
Paper, Multi Copy, 80 gsm size 216mmx330mm	ream	300				
Calculator, solar & battery operated, 12 digits	pc	12				
Paper Cutter A3 woodbase	pc	3				
Puncher, Paper Heavy Duty, with two holes and guide (100 sheets Capacity)	pc	3				
Specialty Paper, 10 sheets	pack	20				
Sticky Arrow Flag tabs	pack	25				

A. 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