



REQUEST FOR QUOTATION

Date: March 18, 2025
 RFQ No.: PSA-NCR-RO-25-16

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **PhilSys Supplies for 2025 1st Quarter of PSA NCR-Reposting**, 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	Other Supplies	Php236,490.00

Please quote your **best offer** in **lot/lots** 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 **24 March 2025 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
Copy of 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
PhilGEPS Registration Number	
Income/Business Tax Return	

For any clarification, you may contact us at telephone no. **8937-7738** or email address at rssoncrbac@psa.gov.ph


 ANJINETTE JUMAQUIO-ALONDAY
 ROBAC Secretariat


 BAMBIE A. VILLARUEL
 ROBAC Chairperson



Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Other Supplies	1 lot	1 lot	

Note: There will be multiple addresses for this procurement.

Address 1: PSA-NCR I J.P. Laurel cor. Minerva Street, San Miguel, Manila

Contact Person: Ricky Alterado
 Administrative Aide VI
 0919-5105-955

Unit	Item Description	Quantity
gal	Floor Shine, for vinyl flooring, branded	10
gal	Floor Buff, for vinyl flooring, branded	10
bottle	Dishwashing liquid, branded, 475 ml by 2	50
pc	Broom, soft, branded, heavy duty (walis tambo)	10
roll	Trash bag, 10 pcs/roll, Large	50
pc	Dust Pan, plastic	5
pc	Doormat, cotton	20
kilo	Detergent Powder, 1 kilo	40

Address 2: PSA-NCR PO II 8th Floor Grand EDSA Residences, #75 Corregidor st., cor EDSA, Brgy. Ramon Magsaysay, Quezon City

Contact Person: Gemma Fe Carlos
 Administrative Aide VI
 0945-9840-632

Unit	Item Description	Quantity
gal	ALCOHOL, Ethyl, 70%, 1 gallon	30
can	INSECTICIDE, Aerosol Type, 500ml	50
piece	SPRAYER, Hand, Plastic, 500ml	10
pack	WET WIPES 100sheets/pack, unscented; wipes contain natural properties of aloe vera, lanolin, and vitamin E; Natural, Mild and Effective cleansing, Paraben-free, Hypo-allergenic, Natural ingredients, Resealable cover to prevent moisture loss; sheet Size: 200mm X 100mm; Thicker sheet; FDA approved.	30

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Address 3: PSA-NCR PO III 7464 Bagtikan St., San Antonio Village, Makati City.

Contact Person: Jasmine A. Capuno
 Statistical Specialist II
 0917-8902-702

Unit	Item Description	Quantity
roll	Trash Bag, medium, 10pcs/roll	200
pack	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm	200

Address 4: PSA-NCR PO IV 4/F Grandz Commercial Center Bldg., 1798 Mac Arthur Highway Cor. Calle 4, Barangay 81, Caloocan City

Contact Person: John Jomil Soriano
 Statistical Specialist II
 8367-3831

Unit	Item Description	Quantity
gallon	Alcohol, Ethyl, 70%, Gallon	10
piece	Bathroom Deodorizer Cake, Block, 50 gms	15
piece	Broom (Walis Tingting), Heavy Duty	10
gallon	Bleaching Solution, Gallon, Branded	20
pack	Detergent, Powder, Pack, 1 kg, Branded	10
piece	Dust Pan, Plastic, Heavy Duty	8
can	Furniture Polish, Lemon, 330 ml	10
bottle	Hand Soap, Pure White, Refill, 620 ml	30
piece	Light Bulb, Led, Model: 7 YSA, 230V-7W 6400k Branded	15
can	Multi-Insect Killer, Aerosol Spray, 300 ml, Branded	25
pack	Trash Bag, Black, XL size, 10s	20
pack	Tissue, Bathroom, 2 Ply, 400 sheets, 12 Rolls	30

pack	Tissue, Facial, 2 Ply, 50 Pulls, Plastic Pack	50
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Address 5: PSA-NCR PO V 3rd Floor STWLPC Building 338-342 Sen. Gil Puyat Avenue, Pasay City.

Contact Person: Gina Nicanor
Administrative Assistant II
0956-6720-894/8834-1601

Unit	Item Description	Quantity
pack	Tissue, Interfolded Paper Towel, 150 pulls, 20cm x 20 cm	300
pack	Soft Tissue/Facial Tissue pulls ups, folded pop-up tissue, 4ply	300
pc	Rotating Mop and Bucket set with squeegee 360"	6
bottle	Hand Soap/Hand Wash, 450 ml (Branded) Pure White Liquid	60
piece	Ultra Thick Bleach Toilet Cleaner (Branded) 500ml	24
gal	Bleaching Soap, 1 liter	24
can	Insecticide, Aerosol Type 500ml (branded)	24
pc	Deodorant Cake with handle (Big)	24
pack	Garbage Bag, 100pcs per pack, xxl size	30

I hereby certify to comply with all the above Technical Specifications

Name of Company/Bidder

Signature over Printed Name

Date

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:

TECHNICAL SPECIFICATIONS

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Technical specifications with asterisks () are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.]*

Unit	Item Description	Quantity	Statement of compliance
	NCR PSO I		
gal	Floor Shine, for vinyl flooring, branded	10	
gal	Floor Buff, for vinyl flooring, branded	10	
bottle	Dishwashing liquid, branded, 475 ml by 2	50	
pc	Broom, soft, branded, heavy duty (walis tambo)	10	
roll	Trash bag, 10 pcs/roll, Large	50	
pc	Dust Pan, plastic	5	
pc	Doormat, cotton	20	
kilo	Detergent Powder, 1 kilo	40	

Unit	Item Description	Quantity	Statement of compliance
	NCR PSO II		
gal	ALCOHOL, Ethyl, 70%, 1 gallon	30	
can	INSECTICIDE, Aerosol Type, 500ml	50	
piece	SPRAYER, Hand, Plastic, 500ml	10	

pack	WET WIPES 100sheets/pack, unscented; wipes contain natural properties of aloe vera, lanolin, and vitamin E; Natural, Mild and Effective cleansing, Paraben-free, Hypo-allergenic, Natural ingredients, Resealable cover to prevent moisture loss; sheet Size: 200mm X 100mm; Thicker sheet; FDA approved.	30	
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Unit	Item Description	Quantity	Statement of compliance
	NCR PSO III		
roll	Trash Bag, medium, 10pcs/roll	200	
packs	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm (see reference picture)	200	

REFERENCE PICTURE



Unit	Item Description	Quantity	Statement of compliance
	NCR PSO IV		
gallon	Alcohol, Ethyl, 70%, Gallon	10	
piece	Bathroom Deodorizer Cake, Block, 50 gms	15	
piece	Broom (Walis Tingting), Heavy Duty	10	
gallon	Bleaching Solution, Gallon, Branded	20	
pack	Detergent, Powder, Pack, 1 kg, Branded	10	

piece	Dust Pan, Plastic, Heavy Duty	8	
can	Furniture Polish, Lemon, 330 ml	10	
bottle	Hand Soap, Pure White, Refill, 620 ml	30	
piece	Light Bulb, Led, Model: 7 YSA, 230V-7W 6400k Branded	15	
can	Multi-Insect Killer, Aerosol Spray, 300 ml, Branded	25	
pack	Trash Bag, Black, XL size, 10s	20	
pack	Tissue, Bathroom, 2 Ply, 400 sheets, 12 Rolls	30	
pack	Tissue, Facial, 2 Ply, 50 Pulls, Plastic Pack	50	

Unit	Item Description	Quantity	Statement of compliance
	NCR PSO V		
pack	Tissue, Interfolded Paper Towel, 150 pulls, 20cm x 20 cm	300	
pack	Soft Tissue/Facial Tissue pulls ups, folded pop-up tissue, 4ply	300	
pc	Rotating Mop and Bucket set with squeegee 360"	6	
bottle	Hand Soap/Hand Wash, 450 ml (Branded) Pure White Liquid	60	
piece	Ultra Thick Bleach Toilet Cleaner (Branded) 500ml	24	
gal	Bleaching Soap, 1 liter	24	
can	Insecticide, Aerosol Type 500ml (branded)	24	
pc	Deodorant Cake with handle (Big)	24	
pack	Garbage Bag, 100pcs per pack, xxl size	30	

Note: All health supplies must be FDA Notified/Verified.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

FINANCIAL OFFER

Please quote your best offer for the item(s) below. The price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

Item Description	Price Offer	Total Bid Price

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

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Please quote your best offer for the item(s) below. The price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

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Item Description	Price Offer	Total Bid Price

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

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 quotation which complies with the 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.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR 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. The PSA-NCR shall have the right to inspect office space to confirm their conformity to the technical specifications.
11. Payment of supplies will be made after receipt claim/invoice from the supplier.
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA NCR 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.
13. PSA NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A 9184, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es