



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: September 13, 2022
RFQ No.: PSA-NCR-RO-22-098

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Office Supplies for PSA RSSO NCR**, in accordance with Section 53.10 (Negotiated Procurement – Shopping) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

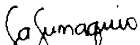
| LOT NO. | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|-----------------|--|
| 1 | Office Supplies | Php67,663.00 |

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 **19 September 2022 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 2022 Mayor's or Business Permit | In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 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. **8362-6047** or email address at psa.ncr.robac@gmail.com


ANJINETTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



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.]*

| Technical Specifications: | Unit | Quantity | Statement of Compliance |
|---------------------------------|------|----------|-------------------------------|
| A4 Bond Paper | ream | 100 | |
| Long Bond Paper | ream | 100 | |
| Folder (Legal) | pc | 500 | |
| Folder (A4) | pc | 300 | |
| Kraft Envelop with Garter, long | pc | 200 | |
| Fastener Metal | box | 60 | |
| Fastener Plastic | box | 10 | |
| Ruler | pc | 3 | |
| Binder Clip 1 1/4 | box | 50 | |
| Binder Clip 3/4 width 9mm | box | 50 | |
| Paper Clip Small | box | 30 | |
| Paper Clip Large | box | 30 | |
| Scotch Tape 1' x 50 | roll | 30 | |
| Permanent Marker Black | pc | 24 | |
| Ballpen Black | pc | 50 | |
| Ballpen Red | pc | 30 | |
| Sign Pen Black 0.5 | pc | 50 | |
| Sign Pen Black 0.7 | pc | 50 | |
| White Board Marker Black | pc | 24 | |
| Correction Tape | pc | 30 | |
| Brown Envelop A4 | pc | 200 | |
| Brown Envelop Long | pc | 200 | |
| Staple Wire No. 35 | box | 10 | |

| | | | |
|-----------------------------|------|----|--|
| Battery AA | pack | 20 | |
| Battery AAA | pack | 20 | |
| L-type plastic folder A4 | pc | 30 | |
| L-type plastic folder Long | pc | 30 | |
| Clear Book, Legal | pc | 10 | |
| Coin Envelope / Pay Envelop | box | 2 | |
| White Window Envelop | box | 2 | |
| Carbon Film | pack | 2 | |
| Acetate | pack | 2 | |
| Cutter Blade (1') | pc | 10 | |

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. 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

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 918, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es