



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

## REQUEST FOR QUOTATION

**Date:** November 2, 2022  
**RFQ No.:** PSA-NCR-RO-22-122

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Common Use Supplies for PSA NCR for Fourth Quarter**, 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	<b>Common Office Supplies</b>	Php110,774.00
2	<b>Health and Janitorial Supplies</b>	Php220,450.00
3	<b>Ink Supplies</b>	Php436,590.00

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 **7 November 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
<b>Copy of 2022 Mayor's or Business Permit</b>	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 <b>after award of contract but before payment</b> .
<b>PhilGEPS Registration Number</b>	
<b>Income/Business Tax Return</b>	

For any clarification, you may contact us at telephone no. **8362-6047** or email address at [psa.ncr.robac@gmail.com](mailto:psa.ncr.robac@gmail.com)

  
ANJINETE 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
Ballpen, black	pc	500	
Battery AAA, 4 pcs/pack, super heavy duty, zero added mercury	pack	25	
Battery AAA (2pcs per pack)	pack	50	
Cartolina (white)	pc	100	
Correction tape	pc	80	
Data file box with cover, maroon color	pc	30	
Data file, storage box with cover, 10 x 15.5 x 11 inch, maroon color, material type: wood	pc	30	
Folder, A4	pc	600	
Keyboard w/ mouse, wireless 2.4G	pc	3	
Keyboard, wired standard, usb keyboard	pc	5	
Masking Tape, 24 mm, high quality, 25 mtrs	roll	20	
Masking Tape, 48 mm, high quality, 25 mtrs	roll	10	
Mouse, 2.4g wireless, 4000 dpi	pc	10	
Staple w/ remover, HD50R, heavy duty	pc	10	
Tape, Duct, 48mm x 20m, heavy duty, high quality	pc	5	
Tape, Transparent 1", 24 mm, 100m, strong adhesive	roll	20	
Kraft Envelop with garter Long	pc	200	
Fastener Metal	box	100	
Fastener plastic	box	10	

Binder clip 1 ¼ width 32mm	box	50	
Binder clip 1-inch width 25mm	box	50	
Binder clip ¾ inches width 19mm	box	50	
Binder clip 2 inches width 51mm	box	50	
Paper clip Large	box	15	
Scotch Tape 1" x 50	roll	60	
Permanent Marker Black	pc	24	
Ballpen Red	pc	50	
Sign Pen Black 0.5	pc	50	
Sign Pen Black 0.7	pc	50	
Whiteboard marker black	pc	24	
Whiteboard marker blue	pc	12	
Whiteboard marker red	pc	12	
Brown Envelop A4	pc	200	
Brown Envelop Long	pc	200	
L type plastic folder A4 (10 pcs per pack)	pack	50	
L type plastic folder Long (10 pcs per pack)	pack	50	
Clear book, Legal	pc	10	
Coin Envelop/Pay envelop	box	2	
White window envelop	box	2	
Binder Folder	pc	100	
Colored paper- assorted colors; 250 sheets; legal size; 80gsm	set	2	
Parchment Paper 80gsm A4 100pc per pack	pack	5	
Parchment Paper 80gsm Legal 100pc per pack	pack	5	
<b>Note: There will be two (2) delivery addresses for this procurement.</b>			

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

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Technical Specifications:	Unit	Quantity	Statement of Compliance
Facemask, 50 pcs/pack	pack	300	
Alcohol, 70%, isopropyl 500ml	bot	300	
Alcohol, 70%, isopropyl 1Gallon	gal	3	
Vitamins (Sodium Ascorbate with Zinc – box of 100) <i>(Please submit/send a sample)</i>	box	50	
KN 95 mask (pack of 10 black and white only)	pack	250	
KF 94 mask (pack of 10 black and white only)	pack	250	
Air Freshener, 320 ml	can	45	
Detergent powder, 33 gms, 6 pcs per pack	pack	45	
Floor Polisher, Scrubbing pad, 14"	pc	10	
Insecticide, aerosol type, 300ml	can	5	
Microfiber cloth 12cm x 14cm	pc	50	
Scouring Pad, 95mmx150mm, heavy duty	pc	30	
Scouring Pad, 95mmx150mm, heavy duty, pack of 3	pack	20	
Sponge, dishwashing, non-scratch scrub	pc	30	
Tissue Paper, 150 pulls, 2 ply	pc	320	
Toilet bowl cleaner, 500ml, thick bleach, lemon scent	bot	25	
Toilet deodorant cake, 100gm	pc	50	
Tissue Roll	roll	300	
Scented Oil for Diffuser (1000ml)	bottle	9	
Round rag	pc	100	
Disinfectant Spray	can	20	
Dishwashing Liquid 1gallon	gal	5	
Detergent Soap 2kg	pack	10	
Bleach 1Gal	gal	5	
Trash bag XL (clear)	pack	20	
Trash bag Small (clear)	pack	20	

LED Light 7w	pc	30	
LED Light 11w	pc	30	
Bathroom deodorizer	pc	30	
Insect Killer	can	20	
<b>Note: All health sanitation supplies must be FDA Notified/approved. There will be two (2) delivery addresses for this procurement.</b>			

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

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**TECHNICAL SPECIFICATIONS**

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<b>Technical Specifications:</b>	<b>Unit</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Branded Ink, EPSON, M200, T774	bot	2	
Branded HP Laserjet PRO m404 76A - Black	bot	1	
Branded HP PRO m 454 dw 416 A - Black	bot	6	
Branded HP PRO m 454 dw 416 A - Cyan	bot	5	
Branded HP PRO m 454 dw 416 A - Magenta	bot	5	
Branded HP PRO m 454 dw 416 A - Yellow	bot	5	
Branded Ink, Canon, Pixma 790, black	bot	10	
Branded Ink, Canon, Pixma 790, cyan	bot	5	
Branded Ink, Canon, Pixma 790, magenta	bot	5	
Branded Ink, Canon, Pixma 790, yellow	bot	5	
Branded Ink, for Inkjet Epson L3110, Black, 003	bot	6	
Branded Ink, for Inkjet Epson L3110, Cyan, 003	bot	3	
Branded Ink, for Inkjet Epson L3110, Magenta, 003	bot	3	
Branded Ink, for Inkjet Epson L3110, Yellow, 003	bot	3	
Branded Ink 678 BLACK	cart	12	
Branded Ink 678 TRI COLOR	cart	12	
Branded Ink 680 BLACK	cart	9	
Branded Ink 680 TRI COLOR	cart	9	
Branded Ink 682 BLACK	cart	15	
Branded Ink 682 TRI COLOR	cart	15	
Branded Ink GT 51 - black	cart	6	

Branded Ink GT 52 - magenta	cart	12	
Branded Ink GT 52 - cyan	cart	12	
Branded Ink GT 52 - yellow	cart	12	
Branded Ink GT 53XL - black	cart	12	
Branded Ink 955XL magenta	cart	15	
Branded Ink 955XL cyan	cart	15	
Branded Ink 955XL yellow	cart	15	
Branded Ink 955XL black	cart	15	
Branded Ink 76A - black	cart	3	
Branded Ink 12A	cart	5	
Branded Ink 107A	cart	5	
Branded Ink 932XL BLACK	cart	6	
Branded Ink 933XL CYAN	cart	6	
Branded Ink 933XL MAGENTA	cart	6	
Branded Ink 933XL YELLOW	cart	6	
Branded Ink T6641	cart	9	
Branded ink 774	cart	9	
<b><i>Note: There will be two (2) delivery addresses for this procurement.</i></b>			

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:

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\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/es



# 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:

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\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

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Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/

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Item Description	Price Offer	Total Bid Price

Amount in words:

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\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/

## Delivery Terms 15-30 days upon receiving of Notice to Proceed

Address 1: PSA-NCR I

J.P. Laurel cor. Minerva Street, San Miguel, Manila

pc	Ballpen, black	200
pack	Battery AAA, 4 pcs/pack, super heavy duty, zero added mercury	25
pc	Cartolina (white)	100
pc	Correction tape	50
pc	Data file box with cover, maroon color	30
pc	Data file, storage box with cover, 10 x 15.5 x 11 inch, maroon color, material type: wood	30
pc	Folder, A4	300
pc	Keyboard w/ mouse, wireless 2.4G	3
pc	Keyboard, wired standard, usb keyboard	5
roll	Masking Tape, 24 mm, high quality, 25 mtrs	20
roll	Masking Tape, 48 mm, high quality, 25 mtrs	10
pc	Mouse, 2.4g wireless, 4000 dpi	10
pc	Staple w/ remover, HD50R, heavy duty	10
pc	Tape, Duct, 48mm x 20m, heavy duty, high quality	5
roll	Tape, Transparent 1", 24 mm, 100m, strong adhesive	20
pack	Facemask, 50 pcs/pack	200
bot	Alcohol, 70%, isopropyl	200
can	Air Freshener, 320 ml	25
pack	Detergent powder, 33 gms, 6 pcs per pack	45
pc	Floor Polisher, Scrubbing pad, 14"	10
can	Insecticide, aerosol type, 300ml	5
pc	Microfiber cloth 12cm x 14cm	50
pc	Scouring Pad, 95mmx150mm, heavy duty	30
pack	Scouring Pad, 95mmx150mm, heavy duty, pack of 3	20
pc	Sponge, dishwashing, non scratch scrub	30
pc	Tissue Paper, 150 pulls, 2 ply	20
bot	Toilet bowl cleaner, 500ml, thick bleach, lemon scent	25
pc	Toilet deodorant cake, 100gms	50
bot	Ink, EPSON, M200, T774	2
bot	HP Laserjet PRO m404 76A - Black	1
bot	HP PRO m 454 dw 416 A - Black	3
bot	HP PRO m 454 dw 416 A - Cyan	2

bot	HP PRO m 454 dw 416 A - Magenta	2
bot	HP PRO m 454 dw 416 A - Yellow	2
bot	Ink, Canon, Pixma 790, black	10
bot	Ink, Canon, Pixma 790, cyan	5
bot	Ink, Canon, Pixma 790, magenta	5
bot	Ink, Canon, Pixma 790, yellow	5
bot	Ink, for Inkjet Epson L3110, Black, 003	6
bot	Ink, for Inkjet Epson L3110, Cyan, 003	3
bot	Ink, for Inkjet Epson L3110, Magenta, 003	3
bot	Ink, for Inkjet Epson L3110, Yellow, 003	3

Address 2:

PSA RSSO NCR

9th Floor Grand EDSA Residences

#75 Corregidor st., cor EDSA, Brgy. Ramon Magsaysay, Quezon City

pc	Folder (A4)	300
pc	Kraft Envelop with Garter, Long	200
box	Fastener Metal	100
box	Fastener Plastic	10
box	Binder Clip 1 1/4 width 32mm	50
box	Binder Clip 1 inch width 25mm	50
box	Binder Clip 3/4 width 19mm	50
box	Binder Clip 2inches width 51mm	50
box	Paper Clip Large	15
roll	Scotch Tape 1' x 50	60
pc	Permanent Marker Black	24
pc	Ballpen Black	300
pc	Ballpen Red	50
pc	Sign Pen Black 0.5	50
pc	Sign Pen Black 0.7	50
pc	Wyte Board Marker Black	24
pc	Wyte Board Marker Blue	12
pc	Wyte Board Marker Red	12
pc	Correction Tape	30
pc	Brown Envelop A4	200
pc	Brown Envelop Long	200
pack	Battery AAA (2pcs per pack)	50
pack	L-type plastic folder A4 (10pcs per pack)	50
pack	L-type plastic folder Long (10pcs per pack)	50
pc	Clear Book, Legal	10
box	Coin Envelope / Pay Envelop	2
box	White Window Envelop	2
pc	Binder Folder	100

set	Colored paper - assorted colors; 250 sheets; legal size; 80gsm)	2
pack	Parchment Paper 80gsm A4 100pcs per pack	5
pack	Parchment Paper 80gsm Legal 100pcs per pack	5

	Branded Ink 678 BLACK	12
	Branded Ink 678 TRI COLOR	12
	Branded Ink 680 BLACK	9
	Branded Ink 680 TRI COLOR	9
	Branded Ink 682 BLACK	15
	Branded Ink 682 TRI COLOR	15
	Branded Ink GT 51 - black	6
	Branded Ink GT 52 - magenta	12
	Branded Ink GT 52 - cyan	12
	Branded Ink GT 52 - yellow	12
	Branded Ink GT 53XL - black	12
	Branded Ink 955XL magenta	15
	Branded Ink 955XL cyan	15
	Branded Ink 955XL yellow	15
	Branded Ink 955XL black	15
	Branded Ink 416A - black	3
	Branded Ink 416A - cyan	3
	Branded Ink 416A - magenta	3
	Branded Ink 416A - yellow	3
	Branded Ink 76A - black	3
	Branded Ink 12A	5
	Branded Ink 107A	5
	Branded Ink 932XL BLACK	6
	Branded Ink 933XL CYAN	6
	Branded Ink 933XL MAGENTA	6
	Branded Ink 933XL YELLOW	6
	BRANDED INK T6641	9
	BRANDED INK 774	9

pc	Basahan Bilog	100
can	Airfreshener	20
can	Disinfectant spray	20
gal	Dish Washing Liquid	5
pack	Powder Soap	10
gal	Bleach	5
pack	Trash Bag XL (clear)	20
pack	Trash Bag Small (clear)	20
pc	LED Light 7w	30
pc	LED Light 11w	30
pc	Bathroom Deodorizer	30
can	Insect Killer	20
box	Vitamins (Sodium Ascorbate with Zinc - box of 100)	50

box	Surgical mask (Box of 50)	100
pack	KN 95 mask (pack of 10)	250
pack	KF 94 mask (pack of 10)	250
bottle	Scented oil for diffuser (1000ml)	9
bottle	Isoprophyl Alcohol 70% 500ml	100
pack	Tissue Paper - interfolded	300
roll	Tissue Roll	300
gal	Alcohol, Isopropyl 70%	3

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax/Mobile Nos.

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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.

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax/Mobile Nos.

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Email address/es