



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



**REQUEST FOR QUOTATION**

**Date:** November 23, 2023  
**RFQ No.:** PSA-NCR-RO-23-149

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 4<sup>th</sup> Quarter 2023 of PSA NCR**, in accordance with Section 52.1 (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>	Php530,168.51
2	<b>Other Supplies</b>	Php325,264.89
	<b>ICT Supplies</b>	Php46,800.00

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 **28 November 2023 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 2023 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 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. **8937-7738** or email address at [a.iumaquio@psa.gov.ph](mailto:a.iumaquio@psa.gov.ph)

*A. Iumaquio*  
 ANJINETTE JUMAQUIO-ALONDAY  
 ROBAC Secretariat

*B. Villaruel*  
 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	Common Office Supplies	1 lot	1 lot	20 days upon receipt of the Notice to Proceed (NTP).
2	Other Supplies	1 lot	1 lot	
3	ICT Supplies	1 lot	1 lot	

**Note:** There will be six (6) delivery 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
<b>LOT 1</b>		
pc	Arch file Data Folder with Taglia Lock, Legal	50
pc	Ballpen, Black, Ballpoint, retractable, Matrix 06-5	250
pc	Ballpen, Blue, Ballpoint, retractable, Matrix 06-5	65
pc	Ballpen, Red, Ballpoint, retractable, Matrix 06-5	65
ream	Bond Paper, Legal, S-20, 70 gsm	50
pc	Correction tape, 5mm X 10m	50
pc	Magazine Storage Box with Open Lid Cover, Maroon, 11" x 10" x 15.5'	30
pc	Magazine File Box, 14.5 inches, navy blue	100
pc	Magazine File Box, 15.5 inches, navy blue	75
box	Envelope, Expanding, Kraft, Long with string, 100 pcs/box	2
pc	Eraser, rubber soft	150
pc	Folder, hardbound, expanding, blue, legal, with plastic label	100
jar	Glue	10
pc	ID Lace, with PSA Logo and print, blue	200

ink	Canon ink, 810, black	10
ink	Epson ink, 664, Black	15
ink	Epson Ink, 774, Black	6
box	Laminating Pouch, 250 mic. 80 mm X 110 mm, 100 pcs/box	5
roll	Laminating Film Roll, 250 mic., 12 in X 50 m	1
pc	Notebook with spring, 80 leaves	200
pc	Pressboard Expanding Folder, Green	150
box	Staple Wire #35, 26/6, 5000 staples	10
roll	Tape, transparent, 1"	50
roll	Tape, Duct, 2", 48 mm X 11 yards, Gray	5
roll	Tape, Double adhesive, non padded, 1", 9mm X 10 m	10
<b>LOT 2</b>		
gal	Floor Shine, for vinyl flooring, branded	10
gal	Glass Cleaner, branded	3
kilo	Rag, cotton, round, 20 pcs/kilo	5
pulls	Interfold Paper Towel, 150 pulls	200
pc	Scouring pad, 95x150x8mm, heavy duty, branded	15
pc	Floor scrubbing pad, black (for wilson polisher)	5
pc	Doormat, cotton, regular, dark colors	20
pc	Doormat, carpet, non-slip, 15" x 20", blue and green	50
bottle	Toilet bowl cleaner, Ultra thick, 500 ml, branded	10
pc	Toilet Scent Gel, lavender/lemon, branded, 180 g	15
pc	Toilet bowl gel disc, lavender/citrus, branded	5
pc	Broom - Walis Tingting	5
can	Disinfectant Spray, 170 g, branded	10
liter	Bleach, 1 liter, branded	3
bottle	Dishwashing Liquid, 790ml, branded	10
can	Furniture Cleaner, furniture polish, 330 ml, branded	30
can	Air freshener, 320 ml, branded	20
gal	Wash and Wax Car Shampoo	2

Magazine Storage Box with Lid Cover, Maroon



PSA ID Lace w/ print and Logo



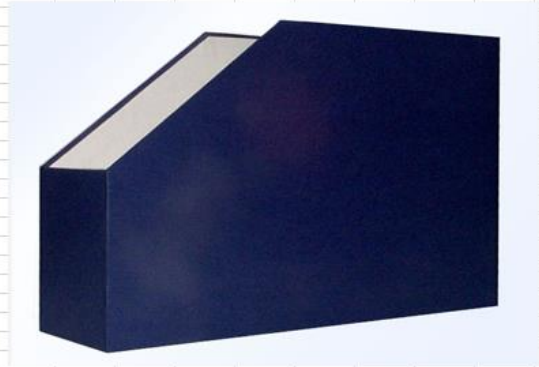
Doormat, carpet, anti-slip



Hardbound folder, expandable, long with plastic label



Magazine File Box



Pressboard folder, long



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
	<b>LOT 1</b>	
piece	GLUE GUN, Hot Melt, Electric, Small	1
piece	GLUE GUN, Hot Melt, Electric, Big	1
pack	GLUESTICK, For Glue Gun, Big, Clear, 4s/pack	2
pack	GLUESTICK, For Glue Gun, Small, Clear, 6s/pack	2
piece	CERTIFICATE HOLDER, A4	100
piece	FOLDER (DATA FOLDER), Arch File, Horizontal, Black, Legal	50
piece	FOLDER (DATA FOLDER), Arch File, Vertical, 2" Wide, Black, Legal	15
box	PENCIL, Lead, with Eraser, No. 2, 12s/box	20
piece	PENCIL LEAD, Mechanical, 0.7 mm	10
piece	PENCIL, Mechanical, 0.7 mm	5
box	RUBBER BAND, No. 18	3
piece	PUNCHER, Heavy Duty	3
box	BALLPEN, Black, 0.7mm, 12s/box	20
box	BALLPEN, Blue, 0.7mm, 12s/box	2
box	SIGN PEN, Black, 0.5mm, 12s/box	3
box	SIGN PEN, Black, 0.7mm, 12s/box	2
piece	NOTEBOOK, Stenographer, 60 leaves, 6"x9"	150
pack	PAPER, Sticker	3
cart	TONER, HP CF256X (56X)	2
cart	TONER, HP Officejet 7740 (HP 955), XL, Black	2
cart	TONER, HP Officejet 7740 (HP 955), XL, Magenta	2
cart	TONER, HP Officejet 7740 (HP 955), XL, Yellow	2
cart	TONER, HP Officejet 7740 (HP 955), XL, Cyan	2
cart	TONER, HP 416A (W2040A), Black	1
cart	TONER, HP 416A (W2041A), Cyan	1
cart	TONER, HP 416A (W2042A), Yellow	1
cart	TONER, HP 416A (W2043A), Magenta	1
cart	TONER, HP LASER JET CF217A (HP 17A)	2
cart	TONER, HP LASER JET CF219A (HP 19A)	2
	<b>LOT 2</b>	
bottle	LIQUID HAND SOAP, 500ml	10
can	INSECTICIDE, Aerosol Type, 600ml	10
bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	10
pouch	DETERGENT POWDER, all purpose, 1kg	10
roll	TRASHBAG, XXL, 10 sheets/roll, Transparent	50
piece	HUMIDIFIER SCENT, Forest Bamboo, 100ml	15
piece	SCOURING PAD (Scrubbing)	10
piece	GLASS CLEANER, With Trigger Head, 500ml	1
can	DISINFECTANT, Aerosol Type, 500ml	10
piece	TOILET BRUSH, with Handle	3

pack	UTILITY GLOVES, Large, 2 pairs/pack	3
piece	DEODORANT CAKE, Lemon, 100g (Deodorizer)	20
piece	BROOM, Soft, (Walis Tambo)	3
piece	TISSUE HOLDER, with Cover, Stainless Steel, for wall/cubicle-mounted	8
unit	<b>LOT 3</b> Printer <i>Specifications:</i> Compact integrated tank design High yield ink bottles/cartridges Spill-free, error-free refilling Wi-Fi & Wi-Fi Direct Borderless printing up to 4R Function - Print, Scan, Copy Print Speed - Up to 7.5ppm (Black) and 5.5ppm (Color) Print Quality - Up to 1200x1200 rendered DPI for black; Up to 4800x1200 optimized DPI for color Print Size - A4; B5; A6; DL envelope, Letter; legal; 4 x 6 in; 5 x 7 in; 8 x 10 in; No. 10 envelopes Scanner - Flatbed: 216 x 297 mm; up to 1200 x 1200 DPI Copy speed - Black: Up to 6cpm; Color: Up to 3cpm Connectivity - 1 Hi-Speed USB 2.0 Paper Handling - 60 sheets input tray, 20 sheets output tray Duty Cycle - Up to 1,000 Pages Warranty - One-year limited hardware warranty Compatibility - Windows 10 and 7	5
piece	KEYBOARD, Wireless (Branded)	5
piece	MOUSE, Wireless (Branded)	10
piece	HEADPHONES, Wired, w/ built-in Microphone, Type: Closed, Dynamic; Driver Unit: 30mm, Dome Type; Sensitivity: 98 dB/mW	10

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
	<b>LOT 1</b>	
pcs	Ballpen, blue, 0.5	200
pcs	Clearbook, 20 transparent pockets, legal, black cover	20
pcs	Correction Tape, 10m	100
piece	Flash Drive 32 GB, branded	20
pc	Folder, White, Long	1000

btl	Ink Epson T6641, black	30
btl	Ink Epson T6642 Cyan	20
btl	Ink Epson T6643 Magenta	20
btl	Ink Epson T6644 Yellow	20
packs	Note Fillers, Size: 6" x 8.5" , 5pcs/pack, assorted colors	100
pack	Vellum Board, white, A4, 220gsm, 10pcs/pack	50
box	Paper Fastener, plastic	30
pcs	PENCIL, Lead, with Eraser, (No. 2),12s/box	24
roll	Scotch tape, 24mm	100
	Sharpener, high quality, single hole for medium #2	
pcs	pencil	300
pc	Corrugated Box H12x L16 x W12	250
pc	Document box with cover H12x L15.5 x W10	200
	<b>LOT 2</b>	
bottle	Bleach, Color Safe, at least 900ml	20
bottle	Bleach Floral Scent 6-in-1 Total Clean, at least 1 Gallon	15
pouch	Detergent Powder, all purpose, at least 1kg	10
btl	Dishwashing Liquid Antibac at least 475ml	30
btl	Antibacterial Multipurpose Cleaner Lavender Fresh at least 2L	25
btl	Fabric Conditioner Refill, 1.38L Anti-kulob	20
bundle/kilo	Rags (basahang bilog), cotton, at least 6" diameter, minimum of 32pieces/kilogram	30
	Industrial Dust Mop, good quality stainless steel poles, durable and lightweight, 360° rotation	
pc	Microfiber/cotton mop pad, at least 90cm, detachable & washable	4
pc	Dust mop REFILL, microfiber/cotton mop pad, at least 90cm, detachable & washable	12
packs	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm	300
packs	Toilet Paper, 600 Sheets, 3 Ply , 9 Rolls/pack	10

Address 4: PSA-NCR PO IV 4/F Grandz Commercial Center Bldg., 1798 Mac Arthur Highway Cor. Calle 4, Barangay 81, Caloocan City  
 Contac Person: Jeanette Pring  
 Statistical Analyst  
 09151790106

Unit	Item Description	Quantity
	<b>LOT 1</b>	
piece	Ballpen, Blue	100
pack	Battery, AA	60

pack	Battery, AAA	40
box	Clip, paper, 33 mm (small)	15
box	Clip, paper, 50 mm (big)	15
box	Clip, backfold, 2"	20
box	Clip, backfold, 1"	20
box	Clip, backfold, 1 1/4"	20
piece	Correction Tape	20
box	Fastener, metal	20
piece	Marker, permanent, Blue	30
pad	Notepad - Stick on 3x3	30
pad	Notepad - Stick on 3x4	30
ream	Paper, multicopy, A4, 80 gsm	75
ream	Paper, multicopy, Legal, 80 gsm	50
ream	Paper, 70 gsm, short	50
piece	Pencil	300
piece	Pen, gel, Red	30
piece	Record book, 300 pages	10
piece	Staple remover	15
piece	Staple wire, 35 mm	45
pack	Specialty Paper, A4 size, Pale Cream, 200 gsm	30
pack	Timecard - for Amano	5
piece	Whiteboard marker - Black	20
	<b>LOT 2</b>	
piece	Light Bulb, LED, 7 watts 1 pc in individual box	150

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
	<b>LOT 1</b>	
pc	White Folder (Long) 14pts size 10" x 15" 100 pcs/set	3000
box	Paper Fastener (Plastic)	100
roll	Masking Tape 48mmx22m	24
roll	Masking Tape 24mmx22m	24
pc	Brown Envelope/Documentary (Long)	1000
box	Clip Backfold, 50mm	24
pc	Marker, Desk Highlighters/ Fluorescent	24
pc	Paper Trimmer/Cutting Machine A3 size	1



pc	Laminating Machine A3 250 micron	1
pc	Whiteboard Marker	36
box	Pencil wit eraser # 2, (12pcs)	24
pack	Battery Dry Cell, AAA	24
pack	Battery Dry Cell, AA	24
<b>LOT 2</b>		
pc	Broom (Walis Tambo)	6
bottle	Cleaner (Toilet and Urinal)	12
Gal	Multi Purpose Bleach, 3785ml	16
gram	Detergent Powder 500g	12
bot	Anti Bacterial Multi Purpose Cleaner 1L	18
bot	Toilet Bowl Cleaner 500ml	18
pc	Deodorant Cake 100g	50
pc	Fire Extinguisher, Dry Chemical	17
bot	Insecticide 500ml	36
pc	Light Emitting Diode/ T8 Led Tube Light 18w 6500k 201805, AC 180-265 V 50/60HZ	70
pc	Light Emitting Diode/ LT8G -15W DL, 15W-124mA, 220-240V-50/60Hz/6500K FS0317/1 Way	50
pc	20W Daylight 6500K, LED Recessed Circular Downlight/Model: LLRC-20WDL	5
pc	LED Bulb 9 watts	2
pc	Number 32, 220-240V - 60Hz, U-out 300V	1
pc	LED ES1 HPB E27 30W/6500X, 220-240V- 50/60Hz 30W, E 27 240mA 3000/m 6500K	10
pc	EB 1115DL 15 watts L22, Day Light Non-Dimmable V5 100-240V AC50/60Hz E27	10

Address 6: PSA-RSSO- NCR 9th Floor Grand EDSA Residences, #75 Corregidor st., cor EDSA, Brgy. Ramon Magsaysay, Quezon City

Contact Person: Marie Lizle Fatima G. Zamora  
Administrative Aide VI  
8937-7738

Unit	Item Description	Quantity
<b>LOT 1</b>		
piece	Arch File Folder (35 cm X 28 cm X 8 cm X 28 cm)	100
piece	BALLPEN-BLACK	100
pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	30
pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	30
unit	CALCULATOR, Compact	3
box	CLIP, backfold, 19mm	50
box	CLIP, backfold, 25mm	50
box	CLIP, backfold, 32mm	30
box	CLIP, backfold, 50mm	30
piece	CORRECTION TAPE, 8 meters	60
piece	CUTTER/UTILITY KNIFE, for general purpose	3
piece	ENVELOPE, Expanding, Plastic	12
box	ENVELOPE, Mailing, 500 pieces per box	2
box	ENVELOPE, Mailing, with window, 500 pieces per box	2

box	Fastener 8 1/2" long	12
box	Fastener Plastic	20
piece	FILE ORGANIZER, expanding, plastic, legal	10
pack	FOLDER TAG BOARD (LONG) - pack of 100	2
pc	GLUE GUN	1
pack	GLUE STICK FOR GLUE GUN (10 pcs per pack)	2
pc	GLUE STICK, ALL PURPOSE, 22g	12
jar	GLUE, all-purpose, 200 grams	12
box	INDEX TAB, self-adhesive, transparent, 5 sets per box	12
cart	INK CART, HP 3YM76AA (HP682), COLOR	6
cart	INK CART, HP 3YM77AA (HP682), BLACK	6
cart	INK CARTRIDGE, HP CN692AA (HP704), Black	12
cart	INK CARTRIDGE, HP CZ107AA (HP678), Black	6
cart	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	6
cart	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	6
cart	INK CARTRIDGE, HP F6V27AA (HP680), Black	6
box	LAID VELLUM PAPER, A4, 100GSM	1
piece	MARKER, Permanent, Black	12
piece	MARKER, Permanent, Blue	12
piece	MARKER, Permanent, Red	12
piece	MARKER, Whiteboard, Black	12
piece	MARKER, Whiteboard, Blue	12
piece	MARKER, Whiteboard, Red	12
piece	NOTEBOOK FILLER	100
box	PAPER CLIP, vinly/plastic coated, 33mm	30
box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	30
ream	PAPER, MULTICOPY A4, 500 sheets per ream 70gsm	100
box	PAPER, parchment, 100 sheets per box, Size A4	10
piece	PENCIL SHARPENER, manual, single cutter head	2
piece	PENCIL, lead/graphite, with eraser, one (1) dozen per box	24
piece	PUNCHER, paper, heavy duty	2
box	RUBBER BAND No. 18, 350g	1
pair	SCISSORS, symmetrical or asymmetrical	10
piece	SIGNPEN 0.5 BLACK	40
piece	SIGNPEN 0.5 BLUE	20
piece	SIGNPEN 0.7 BLACK	24
piece	STAPLE REMOVER, plier type	10
box	STAPLE WIRE #35 26/6	20
piece	STAPLER (26/6)	5
roll	TAPE DOUBLE ADHESIVE W/ PAD 24mm	10
roll	TAPE DOUBLE ADHESIVE W/O PAD 24mm	10
roll	TAPE, electrical	6
roll	TAPE, masking, 24mm	12
roll	TAPE, masking, 48 mm	12
roll	TAPE, packaging, 48 mm	15
roll	TAPE, transparent, 24mm	30
roll	TAPE, transparent, 48 mm	30
piece	MAGAZINE FILE BOX, (W:12cm L:37cm H:25cm)	50

piece	THICK/HARD BOUND EXPANDED FOLDER (L:36CM W:25CM)	200
	<b>LOT 2</b>	
set	BIDET	8
piece	BIDET FLEX HOSE	8
piece	BROOM, Stick (Walis Ting-ting)	6
bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	15
can	CLEANSER, Scouring Powder, 350g	15
piece	DETERGENT BAR, 140g as packed	30
pouch	DETERGENT POWDER, all purpose, 1kg	15
can	DISINFECTANT SPRAY, Aerosol type, 400g	15
piece	DUST PAN, rigid non-breakable plastic	4
pack	HAND GLOVES (RUBBER)	2
piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	30
piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	15
gal.	LIQUID DISHWASHING SOAP	6
bottle	LIQUID HAND SOAP, 500mL	15
piece	MOPHANDLE, heavy duty	2
piece	MOPHEAD, made of rayon	10
bundle	RAGS, all cotton, 1 kilo per bundle	30
bot	Scented oil for diffuser (1000ml)	5
pc.	STAINLESS STEEL CLEANER	3
box	STICK-ON BOWL CLEANING STRIPS (3 strips per box)	30
pack	Trash Bag XXL (10 per pack) - clear	30
pack	TRASH BAG, SMALL (10 per pack) - clear	30
pack	TRASHBAG, XL, (10 per pack) - clear	30
box	Blood Glucose Monitor Strips (box of 50)	4
pack	Lancet (pack of 100)	3
pack	Cotton Balls (Pack of 150)	2

**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
	<b>LOT 1</b>		
pc	Arch file Data Folder with Taglia Lock, Legal	50	
pc	Ballpen, Black, Ballpoint, retractable, Matrix 06-5	250	
pc	Ballpen, Blue, Ballpoint, retractable, Matrix 06-5	65	
pc	Ballpen, Red, Ballpoint, retractable, Matrix 06-5	65	
ream	Bond Paper, Legal, S-20, 70 gsm	50	
pc	Correction tape, 5mm X 10m	50	
pc	Magazine Storage Box with Open Lid Cover, Maroon, 11" x 10" x 15.5'	30	
pc	Magazine File Box, 14.5 inches, navy blue	100	
pc	Magazine File Box, 15.5 inches, navy blue	75	
box	Envelope, Expanding, Kraft, Long with string, 100 pcs/box	2	
pc	Eraser, rubber soft	150	
pc	Folder, hardbound, expanding, blue, legal, with plastic label	100	
jar	Glue	10	
pc	ID Lace, with PSA Logo and print, blue	200	
ink	Canon ink, 810, black	10	
ink	Epson ink, 664, Black	15	
ink	Epson Ink, 774, Black	6	
box	Laminating Pouch, 250 mic. 80 mm X 110 mm, 100 pcs/box	5	
roll	Laminating Film Roll, 250 mic., 12 in X 50 m	1	
pc	Notebook with spring, 80 leaves	200	

pc	Pressboard Expanding Folder, Green	150	
box	Staple Wire #35, 26/6, 5000 staples	10	
roll	Tape, transparent, 1"	50	
roll	Tape, Duct, 2", 48 mm X 11 yards, Gray	5	
roll	Tape, Double adhesive, non padded, 1", 9mm X 10 m	10	

Unit	Item Description	Quantity	Statement of compliance
	<b>LOT 1</b>		
piece	GLUE GUN, Hot Melt, Electric, Small	1	
piece	GLUE GUN, Hot Melt, Electric, Big	1	
pack	GLUESTICK, For Glue Gun, Big, Clear, 4s/pack	2	
pack	GLUESTICK, For Glue Gun, Small, Clear, 6s/pack	2	
piece	CERTIFICATE HOLDER, A4	100	
piece	FOLDER (DATA FOLDER), Arch File, Horizontal, Black, Legal	50	
piece	FOLDER (DATA FOLDER), Arch File, Vertical, 2" Wide, Black, Legal	15	
box	PENCIL, Lead, with Eraser, No. 2, 12s/box	20	
piece	PENCIL LEAD, Mechanical, 0.7 mm	10	
piece	PENCIL, Mechanical, 0.7 mm	5	
box	RUBBER BAND, No. 18	3	
piece	PUNCHER, Heavy Duty	3	
box	BALLPEN, Black, 0.7mm, 12s/box	20	
box	BALLPEN, Blue, 0.7mm, 12s/box	2	
box	SIGN PEN, Black, 0.5mm, 12s/box	3	
box	SIGN PEN, Black, 0.7mm, 12s/box	2	
piece	NOTEBOOK, Stenographer, 60 leaves, 6"x9"	150	
pack	PAPER, Sticker	3	
cart	TONER, HP CF256X (56X)	2	
cart	TONER, HP Officejet 7740 (HP 955), XL, Black	2	
cart	TONER, HP Officejet 7740 (HP 955), XL, Magenta	2	
cart	TONER, HP Officejet 7740 (HP 955), XL, Yellow	2	
cart	TONER, HP Officejet 7740 (HP 955), XL, Cyan	2	
cart	TONER, HP 416A (W2040A), Black	1	
cart	TONER, HP 416A (W2041A), Cyan	1	
cart	TONER, HP 416A (W2042A), Yellow	1	
cart	TONER, HP 416A (W2043A), Magenta	1	
cart	TONER, HP LASER JET CF217A (HP 17A)	2	
cart	TONER, HP LASER JET CF219A (HP 19A)	2	

Unit	Item Description	Quantity	Statement of compliance
	<b>LOT 1</b>		
pcs	Ballpen, blue, 0.5	200	
pcs	Clearbook, 20 transparent pockets, legal, black cover	20	
pcs	Correction Tape, 10m	100	
piece	Flash Drive 32 GB, branded	20	
pc	Folder, White, Long	1000	
btl	Ink Epson T6641, black	30	
btl	Ink Epson T6642 Cyan	20	
btl	Ink Epson T6643 Magenta	20	
btl	Ink Epson T6644 Yellow	20	
packs	Note Fillers, Size: 6" x 8.5" , 5pcs/pack, assorted colors	100	
pack	Vellum Board, white, A4, 220gsm, 10pcs/pack	50	
box	Paper Fastener, plastic	30	
pcs	PENCIL, Lead, with Eraser, (No. 2),12s/box	24	
roll	Scotch tape, 24mm	100	
pcs	Sharpener, high quality, single hole for medium #2 pencil	300	
pc	Corrugated Box H12x L16 x W12	250	
pc	Document box with cover H12x L15.5 x W10	200	

Unit	Item Description	Quantity	Statement of compliance
	<b>LOT 1</b>		
piece	Ballpen, Blue	100	
pack	Battery, AA	60	
pack	Battery, AAA	40	
box	Clip, paper, 33 mm (small)	15	
box	Clip, paper, 50 mm (big)	15	
box	Clip, backfold, 2"	20	
box	Clip, backfold, 1"	20	
box	Clip, backfold, 1 1/4"	20	
piece	Correction Tape	20	
box	Fastener, metal	20	
piece	Marker, permanent, Blue	30	
pad	Notepad - Stick on 3x3	30	
pad	Notepad - Stick on 3x4	30	
ream	Paper, multicopy, A4, 80 gsm	75	

ream	Paper, multicopy, Legal, 80 gsm	50	
ream	Paper, 70 gsm, short	50	
piece	Pencil	300	
piece	Pen, gel, Red	30	
piece	Record book, 300 pages	10	
piece	Staple remover	15	
piece	Staple wire, 35 mm	45	
pack	Specialty Paper, A4 size, Pale Cream, 200 gsm	30	
pack	Timecard - for Amano	5	
piece	Whiteboard marker - Black	20	

Unit	Item Description	Quantity	Statement of compliance
	<b>LOT 1</b>		
pc	White Folder (Long) 14pts size 10" x 15" 100 pcs/set	3000	
box	Paper Fastener (Plastic)	100	
roll	Masking Tape 48mmx22m	24	
roll	Masking Tape 24mmx22m	24	
pc	Brown Envelope/Documentary (Long)	1000	
box	Clip Backfold, 50mm	24	
pc	Marker, Desk Highlighters/ Fluorescent	24	
pc	Paper Trimmer/Cutting Machine A3 size	1	
pc	Laminating Machine A3 250 micron	1	
pc	Whiteboard Marker	36	
box	Pencil wit eraser # 2, (12pcs)	24	
pack	Battery Dry Cell, AAA	24	
pack	Battery Dry Cell, AA	24	

Unit	Item Description	Quantity	Statement of compliance
	<b>LOT 1</b>		
piece	Arch File Folder (35 cm X 28 cm X 8 cm X 28 cm)	100	
piece	BALLPEN-BLACK	100	
pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	30	
pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	30	
unit	CALCULATOR, Compact	3	
box	CLIP, backfold, 19mm	50	
box	CLIP, backfold, 25mm	50	

box	CLIP, backfold, 32mm	30	
box	CLIP, backfold, 50mm	30	
piece	CORRECTION TAPE, 8 meters	60	
piece	CUTTER/UTILITY KNIFE, for general purpose	3	
piece	ENVELOPE, Expanding, Plastic	12	
box	ENVELOPE, Mailing, 500 pieces per box	2	
box	ENVELOPE, Mailing, with window, 500 pieces	2	
	per box	2	
box	Fastener 8 1/2" long	12	
box	Fastener Plastic	20	
piece	FILE ORGANIZER, expanding, plastic, legal	10	
pack	FOLDER TAG BOARD (LONG) - pack of 100	2	
pc	GLUE GUN	1	
pack	GLUE STICK FOR GLUE GUN (10 pcs per pack)	2	
pc	GLUE STICK, ALL PURPOSE, 22g	12	
jar	GLUE, all-purpose, 200 grams	12	
box	INDEX TAB, self-adhesive, transparent, 5 sets	12	
	per box	12	
cart	INK CART, HP 3YM76AA (HP682), COLOR	6	
cart	INK CART, HP 3YM77AA (HP682), BLACK	6	
cart	INK CARTRIDGE, HP CN692AA (HP704), Black	12	
cart	INK CARTRIDGE, HP CZ107AA (HP678), Black	6	
cart	INK CARTRIDGE, HP CZ108AA (HP678), Tri-	6	
	color	6	
cart	INK CARTRIDGE, HP F6V26AA (HP680), Tri-	6	
	color	6	
cart	INK CARTRIDGE, HP F6V27AA (HP680), Black	6	
box	LAID VELLUM PAPER, A4, 100GSM	1	
piece	MARKER, Permanent, Black	12	
piece	MARKER, Permanent, Blue	12	
piece	MARKER, Permanent, Red	12	
piece	MARKER, Whiteboard, Black	12	
piece	MARKER, Whiteboard, Blue	12	
piece	MARKER, Whiteboard, Red	12	
piece	NOTEBOOK FILLER	100	
box	PAPER CLIP, vinly/plastic coated, 33mm	30	
box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	30	
ream	PAPER, MULTICOPY A4, 500 sheets per ream	100	
	70gsm	100	
box	PAPER, parchment, 100 sheets per box, Size A4	10	
piece	PENCIL SHARPENER, manual, single cutter	2	
	head	2	
piece	PENCIL, lead/graphite, with eraser, one (1)	24	
	dozen per box	24	
piece	PUNCHER, paper, heavy duty	2	
box	RUBBER BAND No. 18, 350g	1	
pair	SCISSORS, symmetrical or asymmetrical	10	
piece	SIGNPEN 0.5 BLACK	40	
piece	SIGNPEN 0.5 BLUE	20	
piece	SIGNPEN 0.7 BLACK	24	
piece	STAPLE REMOVER, plier type	10	
box	STAPLE WIRE #35 26/6	20	



piece	STAPLER (26/6)	5	
roll	TAPE DOUBLE ADHESIVE W/ PAD 24mm	10	
roll	TAPE DOUBLE ADHESIVE W/O PAD 24mm	10	
roll	TAPE, electrical	6	
roll	TAPE, masking, 24mm	12	
roll	TAPE, masking, 48 mm	12	
roll	TAPE, packaging, 48 mm	15	
roll	TAPE, transparent, 24mm	30	
roll	TAPE, transparent, 48 mm	30	
piece	MAGAZINE FILE BOX, (W:12cm L:37cm H:25cm)	50	
piece	THICK/HARD BOUND EXPANDED FOLDER (L:36CM W:25CM)	200	

**Delivery Days: 20 days upon receipt of NTP.**

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
	<b>LOT 2</b>		
gal	Floor Shine, for vinyl flooring, branded	10	
gal	Glass Cleaner, branded	3	
kilo	Rag, cotton, round, 20 pcs/kilo	5	
pulls	Interfold Paper Towel, 150 pulls	200	
pc	Scouring pad, 95x150x8mm, heavy duty, branded	15	
pc	Floor scrubbing pad, black (for wilson polisher)	5	
pc	Doormat, cotton, regular, dark colors	20	
pc	Doormat, carpet, non-slip, 15" x 20", blue and green	50	
bottle	Toilet bowl cleaner, Ultra thick, 500 ml, branded	10	
pc	Toilet Scent Gel, lavender/lemon, branded, 180 g	15	
pc	Toilet bowl gel disc, lavender/citrus, branded	5	
pc	Broom - Walis Tingting	5	
can	Disinfectant Spray, 170 g, branded	10	
liter	Bleach, 1 liter, branded	3	
bottle	Dishwashing Liquid, 790ml, branded	10	
can	Furniture Cleaner, furniture polish, 330 ml, branded	30	
can	Air freshener, 320 ml, branded	20	

gal	Wash and Wax Car Shampoo	2	
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Unit	Item Description	Quantity	Statement of compliance
bottle	LIQUID HAND SOAP, 500ml	10	
can	INSECTICIDE, Aerosol Type, 600ml	10	
bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	10	
pouch	DETERGENT POWDER, all purpose, 1kg	10	
roll	TRASHBAG, XXL, 10 sheets/roll, Transparent	50	
piece	HUMIDIFIER SCENT, Forest Bamboo, 100ml	15	
piece	SCOURING PAD (Scrubbing)	10	
piece	GLASS CLEANER, With Trigger Head, 500ml	1	
can	DISINFECTANT, Aerosol Type, 500ml	10	
piece	TOILET BRUSH, with Handle	3	
pack	UTILITY GLOVES, Large, 2 pairs/pack	3	
piece	DEODORANT CAKE, Lemon, 100g (Deodorizer)	20	
piece	BROOM, Soft, (Walis Tambo)	3	
piece	TISSUE HOLDER, with Cover, Stainless Steel, for wall/cubicle-mounted	8	

Unit	Item Description	Quantity	Statement of compliance
bottle	Bleach, Color Safe, at least 900ml	20	
bottle	Bleach Floral Scent 6-in-1 Total Clean, at least 1 Gallon	15	
pouch	Detergent Powder, all purpose, at least 1kg	10	
btl	Dishwashing Liquid Antibac at least 475ml	30	
btl	Antibacterial Multipurpose Cleaner Lavender Fresh at least 2L	25	
btl	Fabric Conditioner Refill, 1.38L Anti-kulob	20	
bundle/kilo	Rags (basahang bilog), cotton, at least 6" diameter, minimum of 32pieces/kilogram	30	
pc	Industrial Dust Mop, good quality stainless steel poles, durable and lightweight, 360° rotation	4	
pc	Microfiber/cotton mop pad, at least 90cm, detachable & washable	12	
pc	Dust mop REFILL, microfiber/cotton mop pad, at least 90cm, detachable & washable	12	
packs	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm	300	
packs	Toilet Paper, 600 Sheets, 3 Ply , 9 Rolls/pack	10	

Unit	Item Description	Quantity	Statement of compliance
pc	<b>LOT 2</b> Light Bulb, LED, 7 watts 1 pc in individual box	150	

Unit	Item Description	Quantity	Statement of compliance
pc	Broom (Walis Tambo)	6	
bottle	Cleaner (Toilet and Urinal)	12	
Gal	Multi Purpose Bleach, 3785ml	16	
gram	Detergent Powder 500g	12	
bot	Anti Bacterial Multi Purpose Cleaner 1L	18	
bot	Toilet Bowl Cleaner 500ml	18	
pc	Deodorant Cake 100g	50	
pc	Fire Extinguisher, Dry Chemical	17	
bot	Insecticide 500ml	36	
pc	Light Emitting Diode/ T8 Led Tube Light 18w 6500k 201805, AC 180-265 V 50/60HZ	70	
pc	Light Emitting Diode/ LT8G -15W DL, 15W-124mA, 220-240V-50/60Hz/6500K FS0317/1 Way	50	
pc	20W Daylight 6500K, LED Recessed Circular Downlight/Model: LLRC-20WDL	5	
pc	LED Bulb 9 watts	2	
pc	Number 32, 220-240V - 60Hz, U-out 300V	1	
pc	LED ES1 HPB E27 30W/6500X, 220-240V- 50/60Hz 30W, E 27 240mA 3000/m 6500K	10	
pc	EB 1115DL 15 watts L22, Day Light Non-Dimmable V5 100-240V AC50/60Hz E27	10	

Unit	Item Description	Quantity	Statement of compliance
set	BIDET	8	
piece	BIDET FLEX HOSE	8	
piece	BROOM, Stick (Walis Ting-ting)	6	
bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	15	
can	CLEANSER, Scouring Powder, 350g	15	
piece	DETERGENT BAR, 140g as packed	30	
pouch	DETERGENT POWDER, all purpose, 1kg	15	
can	DISINFECTANT SPRAY, Aerosol type, 400g	15	
piece	DUST PAN, rigid non-breakable plastic	4	
pack	HAND GLOVES (RUBBER)	2	
piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	30	
piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	15	

gal.	LIQUID DISHWASHING SOAP	6	
bottle	LIQUID HAND SOAP, 500mL	15	
piece	MOPHANDLE, heavy duty	2	
piece	MOPHEAD, made of rayon	10	
bundle	RAGS, all cotton, 1 kilo per bundle	30	
bot	Scented oil for diffuser (1000ml)	5	
pc.	STAINLESS STEEL CLEANER	3	
box	STICK-ON BOWL CLEANING STRIPS (3 strips per box)	30	
pack	Trash Bag XXL (10 per pack) - clear	30	
pack	TRASH BAG, SMALL (10 per pack) - clear	30	
pack	TRASHBAG, XL, (10 per pack) - clear	30	
box	Blood Glucose Monitor Strips (box of 50)	4	
pack	Lancet (pack of 100)	3	
pack	Cotton Balls (Pack of 150)	2	

**Delivery Days: 20 days upon receipt of NTP.**

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

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

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

\_\_\_\_\_  
Date

## 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
<b>LOT 3</b> Printer <i>Specifications:</i> Compact integrated tank design High yield ink bottles/cartridges Spill-free, error-free refilling Wi-Fi & Wi-Fi Direct Borderless printing up to 4R Function - Print, Scan, Copy  Print Speed - Up to 7.5ppm (Black) and 5.5ppm (Color)  Print Quality - Up to 1200x1200 rendered DPI for black; Up to 4800x1200 optimized DPI for color  Print Size - A4; B5; A6; DL envelope, Letter; legal; 4 x 6 in; 5 x 7 in; 8 x 10 in; No. 10 envelopes  Scanner - Flatbed: 216 x 297 mm; up to 1200 x 1200 DPI  Copy speed - Black: Up to 6cpm; Color: Up to 3cpm Connectivity - 1 Hi-Speed USB 2.0 Paper Handling - 60 sheets input tray, 20 sheets output tray Duty Cycle - Up to 1,000 Pages Warranty - One-year limited hardware warranty Compatibility - Windows 10 and 7	unit	5	
KEYBOARD, Wireless (Branded)	piece	5	
MOUSE, Wireless (Branded)	piece	10	
HEADPHONES, Wired, w/ built-in Microphone, Type: Closed, Dynamic; Driver Unit: 30mm, Dome Type; Sensitivity: 98 dB/mW	piece	10	

# 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:

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

\_\_\_\_\_  
Designation

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Office Telephone No. / Mobile Telephone No.

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



# FINANCIAL OFFER

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\_\_\_\_\_  
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.

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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