



REQUEST FOR QUOTATION

Date: February 13, 2024
RFQ No.: PSA-NCR-RO-24-17

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 Consumer Expectation Survey-Reposting**, 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	Office Supplies	Php525,770.00

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 February 2024 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 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 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 a.jumaquio@psa.gov.ph


 ANJINETTE JUMAQUIO-ALONDAY
 ROBAC Secretariat


 BAMBIE A. VILLARUEL
 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.]*

Unit	Item Description	Quantity	Statement of compliance
	CES Office Supplies and Other Supplies and Materials		
pack	ACETATE - 100sheets per pack	1	
pc	Arch file Data Folder with Taglia Lock, Legal	100	
pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	50	
pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	50	
pc	GLUE GUN	2	
pack	GLUE STICK FOR GLUE GUN (10 pcs per pack)	4	
pc	GLUE STICK, ALL PURPOSE, 22g	12	
piece	MAGAZINE FILE BOX, (W:12cm L:37cm H:25cm)	50	
piece	THICK/HARD BOUND EXPANDED FOLDER (L:36CM W:25CM)	200	
roll	DUCT TAPE - 1in x 25m	15	
roll	TAPE DOUBLE ADHESIVE W/O PAD - 20mm x 5m	20	
roll	TAPE DOUBLE ADHESIVE W/ PAD - 20mm x 5m	12	
pc	EXPANDED FOLDER LONG (WHITE)	150	
pack	FOLDER TAG BOARD (LONG) - 100pcs per pack	3	
pc	NOTEBOOK FILLER	500	
box	ENVELOPE DOC. (LONG) - 500pcs per box	1	
box	ENVELOPE DOC. (A4) - 500pcs per box	1	

pack	PARCHMENT PAPER (A4) - 85gsm, 10sheets/pack	30	
pc	BALLPEN BLACK	300	
pc	BALLPEN BLUE	100	
box	BRANDED PAPER LAID SPECIALTY PAPER COLOR PEACH A4, 90GSM - 500sheets per box	3	
box	BRANDED PAPER LAID SPECIALTY PAPER COLOR PEACH LETTER, 90GSM - 500sheets per box	3	
pc	NOTEBOOK STENOGRAPHER - Spring	250	
pack	STICKER PAPER (GLOSSY) - A4 100sheets per pack	5	
pack	STICKER PAPER (MATTE) - A4 100sheets per pack	5	
box	STAPLE WIRE #35	10	
roll	TAPE PACKAGING 48MM X 50M	10	
roll	TAPE TRANSPARENT 24MM X 50M	10	
pc	CLIP BOARD - A4	15	
pc	CORRECTION TAPE	20	
pc	CUTTER	5	
pc	GREEN CUTTING MAT - A3	3	
roll	LAMINATING FILM - 12in x 50m (250micron)	2	
bot	BRANDED INK 003, BLACK, 65ml	60	
bot	BRANDED INK 003, CYAN, 65ml	50	
bot	BRANDED INK 003, YELLOW, 65ml	50	
bot	BRANDED INK 003, MAGENTA, 65ml	50	
bot	BRANDED INK 71, BLACK, 135ml	30	
bot	BRANDED INK 71, CYAN, 70ml	20	
bot	BRANDED INK 71, YELLOW, 70ml	20	
bot	BRANDED INK 71, MAGENTA, 70ml	20	
cart	BRANDED INK CART 416A - BLACK	6	
cart	BRANDED INK CART 416A - CYAN	6	
cart	BRANDED INK CART 416A - MAGENTA	6	
cart	BRANDED INK CART 416A - YELLOW	6	
cart	BRANDED CARTRIDGE 76A	6	
pc	RULER	10	
pc	CLIP BOARD - HARD PLASTIC (FOR INFORMATION BOARD) - A4, BLACK	20	
pc	ACRYLIC COVER (FOR CLIP BOARD ON INFORMATION BOARD) - A4 SIZE (TRANSPARENT)	20	
pc	WHITEBOARD - 3'x6'	1	
pc	WHITEBOARD - 4'x3', with marker holder	2	
pc	CORKBOARD - 3'X5'	1	
pc	WHITEBOARD - 3'X5'	1	
bot	ALCOHOL SPRAY - 40ML	250	
pack	FACE MASK - 10pcs per pack	250	

<p>pack pc</p>	<p>TISSUE - Facial Tissue, 2ply 40pulls x 8packs WIFI DONGLE</p> <p>T2UB AC600 Nano Wi-Fi & Bluetooth 4.2 USB Wifi Adapter Dongle High Speed WiFi - Up to 600Mbps speeds with 200Mbps on 2.4GHz and 433 Mbps on 5GHz, upgrades your devices to higher AC Wi-Fi speeds.</p> <p>Dual Band Wireless - 2.4GHz and 5GHz band for flexible connectivity, upgrades your devices to work with the latest dual-band WiFi router for faster speed and extended range.</p> <p>Bluetooth 4.2 - Turns your non-bluetooth PC or laptop into bluetooth-capable</p> <p>Nano design - Small, unobtrusive design allows you to plug it in and forget it is even there</p> <p>Operating System - Supports Windows 11/10/8.1/8/7 for WiFi, Windows 11/10/8.1/7 for bluetooth</p> <p>Advance Security - Supports WEP, WPA/WPA2/WPA3, WPA-PSK/WPA2-PSK, WPA3-SAE encryption standards</p>	<p>250 5</p>	
--------------------	---	------------------	--

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

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

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

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