



REQUEST FOR QUOTATION

Date: September 12, 2024
RFQ No.: PSA-NCR-RO-24-90

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 2024 3rd Quarter 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	Common Office Supplies	Php519,752.70
2	Other Supplies	Php412,553.40

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 **20 September 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 2023 Mayor's or Business Permit	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 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	Common Office Supplies	1 lot	1 lot	20 days upon receipt of the Notice to Proceed (NTP).
2	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
Lot 1		
ream	Bond paper, Legal, 70 gsm	200
pc	Magazine File Box, 14.5 inches (36 cm), Navy blue color	120
Lot 2		
gal	Bleach, branded, gallon	25
pc	Doormat., regular, cotton, dark colors	30
pc	Floor stripping pad, green, 16"	10
gal	Floor Shine	10
gal	Floor Stripper	10
bottle	Dishwashing liquid, branded, 425 ml	50

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
Lot 1		
piece	BALLPEN, Blue	50
piece	ENVELOPE, Documentary, Legal	1000
box	ENVELOPE, Expanding, Kraft, 100s/box	3
pack	FOLDER, L-Type, A4, 50s/pack	4

bottle	GLUE, All Purpose, 130 grams	10
box	SIGN PEN, Black, 0.5mm, 12s/box	4
box	SIGN PEN, Blue, 0.5mm, 12s/box	3
box	SIGN PEN, Red, 0.5mm, 12s/box	3
cart	TONER, HP 76A LASERJET, Genuine	10
cart	TONER, HP 416A BLACK LASERJET, Genuine	2
roll	LAMINATING FILM, 12", 250mic, 100m	3
Lot 2		
unit	<p>PRINTER, 3-in-1, Compact Integrated Tank Design, High Yield Ink Bottles, Spill-Free and Error-Free Refilling, Borderless Printing up to 4R</p> <p>*Function: Print, Scan, Copy *Print Method: On-demand inkjet *Printer Language: ESC/P-R, ESC/P Raster *Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) *Maximum Resolution: 5760 x 1440 dpi *Automatic 2-sided Printing: No *Photo Default: 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 *Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2 *ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2 *First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2</p>	3
bottle	BLEACH, 1 gallon	6
bottle	CLEANER, Toilet Bowl and Urinal, 900ml to 1000ml	10
piece	DEODORIZER, 100g	50
can	DISINFECTANT, Aerosol Type, 500ml	30
pouch	DETERGENT POWDER, All Purpose, 1kg	10
bottle	FRAGRANCE OIL (Humidifier Scent), Forest Bamboo, 100ml	30
set	HOLDER, for LED Tube, with connector, endcap, screws and tox	200
pouch	HAND SOAP, Liquid, 500ml, Refill	15
piece	TISSUE, Interfolded Paper Towel (1-ply,150 pulls,200mm x 200mm)	213
bundle	RAGS, All Cotton, White, 30s/bundle	2

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
Lot 1		
pc	Ballpen-blue .5	300
pc	Ballpen-red .5	200
set	battery AA, branded, 4pcs/pack	10
set	battery AAA, branded, 4pcs/pack	10
box	Envelope, Brown Long, 500pcs/box	2
pc	Mechanical pencil, .07	25
btl	Epson Ink, 003 Black	30
Lot 2		
pc	Mop head, cotton, good quality, large	10
Gal	Buffable Emulsion Wax, 1 gal	10
Gal	Non-Buffable Wax, 1 gal	10
bottle	Glass Cleaner with sprayer, anti-dust, anti-mist, streak-free, at least 500ml	16
bottle	Bleach, Color Safe, at least 900ml	20
bottle	Bleach Floral Scent 6-in-1 Total Clean, at least 3785ml	15
pouch	Detergent Powder, branded, anti-bacterial, at least 2.2kgs	24
pouch	Fabric Conditioner Refill, 1.38L Anti-kulob	12
bottle	Pure White Liquid Hand Soap, Branded, Anti-bacterial at least 450ml with pump dispenser	60
can	Insecticide, solvent-based aerosol, odorless, at least 500ml	12

packs	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm	500
packs	Toilet Paper, 600 Sheets, 3 Ply , 12 Rolls/pack	300

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: John Jomil Soriano
 Statistical Specialist II
 8367-3831

Unit	Item Description	Quantity
	Lot 1	
piece	BALLPEN, RETRACTABLE, BLACK, BRANDED	240
piece	BALLPEN, RETRACTABLE, BLUE, BRANDED	96
piece	BALLPEN, RETRACTABLE, RED, BRANDED	96
pack	BATTERY-LITHIUM D.C. 3V CR2032, 2PCS/PACK, FOR SCIENTIFIC	8
piece	CERTIFICATE HOLDER, A4 SIZE, WITH 2 HANGERS FOR PORTRAIT AND LANDSCAPE ORIENTATIONS	60
piece	CLIP - BULLDOG, METAL CLAMPING 73 MM, HEAVY DUTY	30
box	CLIP, BACKFOLD, METAL, 19MM, HEAVY DUTY	60
box	CLIP, BACKFOLD, METAL, 25MM, HEAVY DUTY	60
box	CLIP, BACKFOLD, METAL, 32MM, HEAVY DUTY	50
box	CLIP, BACKFOLD, METAL, 50MM, HEAVY DUTY	30
box	COLORED PENCIL, 12 COLORED VARIANT, GOOD QUALITY, BRANDED	50
piece	DATA FILE BOX, HEAVY DUTY	8
piece	DATER STAMP, HEAVY DUTY STEEL FRAME	8
piece	DOOR MAT, HEAVY DUTY, 60X40CM	5
roll	DOUBLE SIDED TAPE, 24MM WIDTH, 15M LONG, GOOD QUALITY	15
piece	FILING BOX CONTAINER, CORRUGATED CARTON, LEGAL SIZE, HEAVY DUTY	10

pack	FOLDER, L-TYPE, CLEAR, BOTTOM SEALED, A4	10
piece	GLUE GUN STANDARD SIZE, HEAVY DUTY	10
piece	GLUE STICK (PASTE), PVA SOLID GLUE, 36 GRAMS	30
pack	GLUE STICK FOR GLUE GUN STANDARD SIZE	10
bottle	GLUE, WHITE, ALL PURPOSE, 130 GRAMS	30
piece	ID LACE, LANYARD, STANDARD, WITH METAL HOOK, GOOD QUALITY	500
piece	ILLUSTRATION BOARD, 1/4, GOOD QUALITY	80
bottle	INK BOTTLE, EPSON, 774, BLACK, ORIGINAL	30
bottle	INK BOTTLE, HP, GT52, CYAN, ORIGINAL	30
bottle	INK BOTTLE, HP, GT52, MAGENTA, ORIGINAL	30
bottle	INK BOTTLE, HP, GT52, YELLOW, ORIGINAL	30
bottle	INK BOTTLE, HP, GT53, BLACK, ORIGINAL	50
cartridge	INK CARTRIDGE, HP CN692AA (HP704), BLACK, ORIGINAL	5
cartridge	INK CARTRIDGE, HP CN693AA (HP704), TRI-COLOR, ORIGINAL	15
bottle	INK, BOTTLE, EPSON T00V100 (003), BLACK, ORIGINAL	30
bottle	INK, BOTTLE, EPSON T00V200 (003), CYAN, ORIGINAL	25
bottle	INK, BOTTLE, EPSON T00V300 (003), MAGENTA, ORIGINAL	25
bottle	INK, BOTTLE, EPSON T00V400 (003), YELLOW, ORIGINAL	25
bottle	INK, FOR STAMP PAD	20
pack	LAMINATING FILM, A3	12
pack	LAMINATING FILM, A4	12
pack	LAMINATING FILM, LONG, 125 MICRONS	12
piece	LIGHT BULB, LED, 6 WATTS, BRANDED	18

piece	MARKER, PERMANENT, ROUND TIP, BLACK	24
piece	MARKER, PERMANENT, ROUND TIP, BLUE	24
piece	MARKER, PERMANENT, ROUND TIP, RED	24
piece	MARKER, WHITEBOARD, BLACK, ROUND TIP, BRANDED	48
piece	MARKER, WHITEBOARD, BLUE, ROUND TIP, BRANDED	36
piece	MARKER, WHITEBOARD, RED, ROUND TIP, BRANDED	36
can	MULTI-INSECT AEROSOL SPRAY, 300 ML, BRANDED	10
box	OIL PASTEL, 12-COLORED VARIANT, GOOD QUALITY, BRANDED	50
ream	PAPER, A4, 70 GSM	20
ream	PAPER, LEGAL, 70 GSM	20
box	PAPER CLIP, VINLY/PLASTIC COATED, 33MM	40
box	PAPER CLIP, VINLY/PLASTIC COATED, JUMBO, 50MM	40
piece	PEN GEL, BLACK, 0.5MM, GOOD QUALITY, BRANDED	180
piece	PEN GEL, BLUE, 0.5MM, GOOD QUALITY, BRANDED	120
piece	PEN GEL, RED, 0.5MM, GOOD QUALITY, BRANDED	120
piece	PEN, BLACK, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	120
piece	PEN, BLUE, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	60
piece	PEN, RED, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	60
piece	PLASTIC ENVELOPE, TRANSPARENT, A4, GOOD QUALITY	25
piece	PLASTIC ENVELOPE, TRANSPARENT, LEGAL, GOOD QUALITY	20
piece	PUNCHER, METAL, PAPER, HEAVY DUTY	14

book	RECORD BOOK, 500 PAGES, WITH PAGE NUMBER, GOOD QUALITY	20
ribbon	RIBBON, EPSON LX-310, ORIGINAL	8
piece	RING BINDER, METAL, 32 MM, HEAVY DUTY	8
piece	RULER, PLASTIC, 12-INCH, HEAVY DUTY	50
piece	SHARPENER, PENCIL, METAL ONE-HOLE, HEAVY DUTY	50
piece	SHOELACE, LONG, WITH AGLET, GOOD QUALITY	1000
piece	STAMP PAD, FELT, STANDARD SIZE, METAL CASING	20
box	STAPLE WIRE, NO. 35, STANDARD SIZE, GOOD QUALITY	100
pack	STICKER PAPER, GLOSSY LABEL FOR PRINTING, WATERPROOF PRINTABLE, A4 SIZE	40
pack	STICKY NOTE TAB, ASSORTED COLOR, FOR SIGNATURE INDICATOR	10
piece	STORAGE BOX, WITH WHEELS, 120 LITER, PLASTIC, HEAVY DUTY	3
roll	TAPE, DUCT, SILVER, 48MM X 10M, HEAVY DUTY, SUPER STICKY, TEAR BY HAND	10
roll	TAPE, ELECTRICAL, HEAVY DUTY, BRANDED	10
roll	TAPE, MASKING, 24MM, HEAVY DUTY, BRANDED	20
roll	TAPE, PACKAGING, 48 MM, HEAVY DUTY, BRANDED	20
piece	STAPLE REMOVER, 57x28x33MM, REMOVER OF STAPLE NO. 10, 20, AND 35, HEAVY DUTY	26
	Lot 2	
piece	BATHROOM DEODORIZER CAKE, WITH HOLDER, 100GRAMS, BRANDED	8
bottle	BLEACHING SOLUTION, ULTRA THICK TOILET CLEANER, CLASSIC, 500ML, BRANDED	5
piece	BROOM (WALIS TAMBO), HEAVY DUTY	5
bottle	DISHWASHING LIQUID, ANTIBACTERIAL, 250 ML, BRANDED	8

piece	DISHWASHING SPONGE, YELLOW, HEAVY DUTY, BRANDED	10
can	DISINFECTANT SPRAY, 170 GRAMS, REFRESHING SCENT, BRANDED	6
piece	DUST PAN, PLASTIC, HEAVY DUTY	20
pack	FACIAL TISSUE, 2 PLY, 50 PULLS, PLASTIC PACK	50
bottle	HAND SOAP, ANTIBACTERIAL, MOISTURIZER, 500ML, BRANDED	10
kilo	RAGS, COTTON CLOTH, HEAVY DUTY	3
pack	TRASH BAG, XL- 15x15x37, HIGH DENSITY POLYETHELENE THICK MATERIAL	10
piece	TRASH BIN, WITH PEDAL, PLASTIC, DURABLE, 8 LITER	5
box	VINYL NITRILE BLEND GLOVE 100PCS/BOX, HEAVY DUTY	6

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
Lot 1		
ream	Copy Paper, 70 gsm size 216mmx330mm (Legal) sub 20	65
pack	Photo Paper, 20 pcs/pack	14
piece	Ribbon for Bundy Clock (QR 350)	6
piece	Ribbon for Bundy Clock (Eagle Time NT3300)	6
piece	Epson 003, Black	40
piece	Epson 003, Cyan	20
piece	Epson 003, Magenta	20
piece	Epson 003, Yellow	20
Pack	Filler, Notebook (5's/Pack)	100
piece	HP Ink Cartridge, # 680 Black,	65
piece	HP Ink Cartridge, # 680 Tri Color	30
piece	Packaging Tape 48mm x 100mm	20
Lot 2		
Bottle	Scented Oil for Diffuser (1000ml)	10
pouch	Detergent Powder, branded, all purpose, 1kg	12
Gallon	Muriatic Acid	2
Gallon	Dishwashing Liquid (Branded)	7
Pouch	Fabric Conditioner Refill 1.38L, Anti Kulob	10

Address 6: PSA-RSSO NCR 9th Floor Grand EDSA Residences, #75 Corregidor st., cor EDSA, Brgy. Ramon Magsaysay, Quezon City
 Contact Person: Vallere Esposo
 Administrative Aide VI
 8937-7738

Unit	Item Description	Quantity
Lot 1		
pcs	Battery, Lithium, 3V, Branded	30
pcs	Magazine File Box with Cover, Navy Blue, Size: 15.5" x 5.5" x 11"	50
pack	Notepad, 76mm X 100mm (3"x4"), 100 pages/pack, assorted colors	80
pcs	Pencil Sharpener, Small	100
pcs	Pencil, No. 2	100
box	Signpen, Black (0.5), 12pcs/box	50
box	Signpen, Black (0.7), 12pcs/box	25
box	Signpen, Blue (0.5), 12 pcs/box	5
pcs	Stamp Ink, Black, Branded	10
pack	Tape Flags Neon Arrow Head, Plastic Film, 12.5x5.5cm, 20's 7 Colors	100
Lot 2		
pcs	11W LED Bulb, Branded	20
pcs	12W LED Bulb, Branded	20
pcs	Bidet Flex Hose, 1/2" x 1/2", Branded, High Quality	50
bot	Bleach, Branded, 1000mL	10
box	Blood Glucose Monitoring Strip	4
pack	Cable Tie, 350mm (pack of 100)	5
pack	Cable Tie, 400mm (pack of 100)	5
pcs	Car Freshener Vent Clip, Branded	20
pack	Cotton Balls	2
pcs	Deodorant Cake with holder, 100g, assorted scents	50
pcs	Fluorescent Lamp, Daylight, 18 Watts, Branded	30
can	Furniture Polish, 330ml, Branded	25
liters	Hand Soap Liquid, Branded, 4L	5
box	Lancets	3
gal	Liquid Dishwashing Soap	6
pcs	Microfiber Towel, 30cm x 30cm	10
pcs	Plunger for Toilet Bowl	5
bot	Water Based Essential Oil Premium scent for humidifier 100ml	20

pack	Scrubbing Pad (Sponge), Branded, 10 pcs/pack	10
pcs	Toilet Bowl Brush (Round Brush) with Holder	5
pack	Trash Bag, Small	20
pack	Trash Bag, XXL	30
pc	Oval floor mats	15

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
LOT 1 (NCR PSO I)			
ream	Bond paper, Legal, 70 gsm	200	
pc	Magazine File Box, 14.5 inches (36 cm), Navy blue color	120	

Unit	Item Description	Quantity	Statement of compliance
LOT 1(NCR PSO II)			
piece	BALLPEN, Blue	50	
piece	ENVELOPE, Documentary, Legal	1000	
box	ENVELOPE, Expanding, Kraft, 100s/box	3	
pack	FOLDER, L-Type, A4, 50s/pack	4	
bottle	GLUE, All Purpose, 130 grams	10	
box	SIGN PEN, Black, 0.5mm, 12s/box	4	
box	SIGN PEN, Blue, 0.5mm, 12s/box	3	
box	SIGN PEN, Red, 0.5mm, 12s/box	3	
cart	TONER, HP 76A LASERJET, Genuine	10	
cart	TONER, HP 416A BLACK LASERJET, Genuine	2	
roll	LAMINATING FILM, 12", 250mic, 100m	3	

Unit	Item Description	Quantity	Statement of compliance
LOT 1(NCR PSO III)			
pc	Ballpen-blue .5	300	
pc	Ballpen-red .5	200	
set	battery AA, branded, 4pcs/pack	10	
set	battery AAA, branded, 4pcs/pack	10	
box	Envelope, Brown Long, 500pcs/box	2	
pc	Mechanical pencil, .07	25	
btl	Epson Ink, 003 Black	30	

Unit	Item Description	Quantity	Statement of compliance
LOT 1(NCR PSO IV)			
piece	BALLPEN, RETRACTABLE, BLACK, BRANDED	240	
piece	BALLPEN, RETRACTABLE, BLUE, BRANDED	96	
piece	BALLPEN, RETRACTABLE, RED, BRANDED	96	
pack	BATTERY-LITHIUM D.C. 3V CR2032, 2PCS/PACK, FOR SCIENTIFIC	8	
piece	CERTIFICATE HOLDER, A4 SIZE, WITH 2 HANGERS FOR PORTRAIT AND LANDSCAPE ORIENTATIONS	60	
piece	CLIP - BULLDOG, METAL CLAMPING 73 MM, HEAVY DUTY	30	
box	CLIP, BACKFOLD, METAL, 19MM, HEAVY DUTY	60	
box	CLIP, BACKFOLD, METAL, 25MM, HEAVY DUTY	60	
box	CLIP, BACKFOLD, METAL, 32MM, HEAVY DUTY	50	

box	CLIP, BACKFOLD, METAL, 50MM, HEAVY DUTY	30	
box	COLORED PENCIL, 12 COLORED VARIANT, GOOD QUALITY, BRANDED	50	
piece	DATA FILE BOX, HEAVY DUTY	8	
piece	DATER STAMP, HEAVY DUTY STEEL FRAME	8	
piece	DOOR MAT, HEAVY DUTY, 60X40CM	5	
roll	DOUBLE SIDED TAPE, 24MM WIDTH, 15M LONG, GOOD QUALITY	15	
piece	FILING BOX CONTAINER, CORRUGATED CARTON, LEGAL SIZE, HEAVY DUTY	10	
pack	FOLDER, L-TYPE, CLEAR, BOTTOM SEALED, A4	10	
piece	GLUE GUN STANDARD SIZE, HEAVY DUTY	10	
piece	GLUE STICK (PASTE), PVA SOLID GLUE, 36 GRAMS	30	
pack	GLUE STICK FOR GLUE GUN STANDARD SIZE	10	
bottle	GLUE, WHITE, ALL PURPOSE, 130 GRAMS	30	
piece	ID LACE, LANYARD, STANDARD, WITH METAL HOOK, GOOD QUALITY	500	
piece	ILLUSTRATION BOARD, 1/4, GOOD QUALITY	80	
bottle	INK BOTTLE, EPSON, 774, BLACK, ORIGINAL	30	
bottle	INK BOTTLE, HP, GT52, CYAN, ORIGINAL	30	
bottle	INK BOTTLE, HP, GT52, MAGENTA, ORIGINAL	30	
bottle	INK BOTTLE, HP, GT52, YELLOW, ORIGINAL	30	
bottle	INK BOTTLE, HP, GT53, BLACK, ORIGINAL	50	
cartridge	INK CARTRIDGE, HP CN692AA (HP704), BLACK, ORIGINAL	5	
cartridge	INK CARTRIDGE, HP CN693AA (HP704), TRI-COLOR, ORIGINAL	15	
bottle	INK, BOTTLE, EPSON T00V100 (003), BLACK, ORIGINAL	30	

bottle	INK, BOTTLE, EPSON T00V200 (003), CYAN, ORIGINAL	25	
bottle	INK, BOTTLE, EPSON T00V300 (003), MAGENTA, ORIGINAL	25	
bottle	INK, BOTTLE, EPSON T00V400 (003), YELLOW, ORIGINAL	25	
bottle	INK, FOR STAMP PAD	20	
pack	LAMINATING FILM, A3	12	
pack	LAMINATING FILM, A4	12	
pack	LAMINATING FILM, LONG, 125 MICRONS	12	
piece	LIGHT BULB, LED, 6 WATTS, BRANDED	18	
piece	MARKER, PERMANENT, ROUND TIP, BLACK	24	
piece	MARKER, PERMANENT, ROUND TIP, BLUE	24	
piece	MARKER, PERMANENT, ROUND TIP, RED	24	
piece	MARKER, WHITEBOARD, BLACK, ROUND TIP, BRANDED	48	
piece	MARKER, WHITEBOARD, BLUE, ROUND TIP, BRANDED	36	
piece	MARKER, WHITEBOARD, RED, ROUND TIP, BRANDED	36	
can	MULTI-INSECT AEROSOL SPRAY, 300 ML, BRANDED	10	
box	OIL PASTEL, 12-COLORED VARIANT, GOOD QUALITY, BRANDED	50	
ream	PAPER, A4, 70 GSM	20	
ream	PAPER, LEGAL, 70 GSM	20	
box	PAPER CLIP, VINLY/PLASTIC COATED, 33MM	40	
box	PAPER CLIP, VINLY/PLASTIC COATED, JUMBO, 50MM	40	
piece	PEN GEL, BLACK, 0.5MM, GOOD QUALITY, BRANDED	180	
piece	PEN GEL, BLUE, 0.5MM, GOOD QUALITY, BRANDED	120	
piece	PEN GEL, RED, 0.5MM, GOOD QUALITY, BRANDED	120	
piece	PEN, BLACK, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	120	

piece	PEN, BLUE, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	60	
piece	PEN, RED, 0.44MM ULTRA FINE TIP, SKIP-FREE WRITING, WITH BIO POLYMER INK FLUID	60	
piece	PLASTIC ENVELOPE, TRANSPARENT, A4, GOOD QUALITY	25	
piece	PLASTIC ENVELOPE, TRANSPARENT, LEGAL, GOOD QUALITY	20	
piece	PUNCHER, METAL, PAPER, HEAVY DUTY	14	
book	RECORD BOOK, 500 PAGES, WITH PAGE NUMBER, GOOD QUALITY	20	
ribbon	RIBBON, EPSON LX-310, ORIGINAL	8	
piece	RING BINDER, METAL, 32 MM, HEAVY DUTY	8	
piece	RULER, PLASTIC, 12-INCH, HEAVY DUTY	50	
piece	SHARPENER, PENCIL, METAL ONE-HOLE, HEAVY DUTY	50	
piece	SHOELACE, LONG, WITH AGLET, GOOD QUALITY	1000	
piece	STAMP PAD, FELT, STANDARD SIZE, METAL CASING	20	
box	STAPLE WIRE, NO. 35, STANDARD SIZE, GOOD QUALITY	100	
pack	STICKER PAPER, GLOSSY LABEL FOR PRINTING, WATERPROOF PRINTABLE, A4 SIZE	40	
pack	STICKY NOTE TAB, ASSORTED COLOR, FOR SIGNATURE INDICATOR	10	
piece	STORAGE BOX, WITH WHEELS, 120 LITER, PLASTIC, HEAVY DUTY	3	
roll	TAPE, DUCT, SILVER, 48MM X 10M, HEAVY DUTY, SUPER STICKY, TEAR BY HAND	10	
roll	TAPE, ELECTRICAL, HEAVY DUTY, BRANDED	10	
roll	TAPE, MASKING, 24MM, HEAVY DUTY, BRANDED	20	
roll	TAPE, PACKAGING, 48 MM, HEAVY DUTY, BRANDED	20	

piece	STAPLE REMOVER, 57x28x33MM, REMOVER OF STAPLE NO. 10, 20, AND 35, HEAVY DUTY	26	
-------	--	----	--

Unit	Item Description	Quantity	Statement of compliance
LOT 1 (NCR PSO V)			
ream	Copy Paper, 70 gsm size 216mmx330mm (Legal) sub 20	65	
pack	Photo Paper, 20 pcs/pack	14	
piece	Ribbon for Bundy Clock (QR 350)	6	
piece	Ribbon for Bundy Clock (Eagle Time NT3300)	6	
piece	Epson 003, Black	40	
piece	Epson 003, Cyan	20	
piece	Epson 003, Magenta	20	
piece	Epson 003, Yellow	20	
Pack	Filler, Notebook (5's/Pack)	100	
piece	HP Ink Cartridge, # 680 Black,	65	
piece	HP Ink Cartridge, # 680 Tri Color	30	
piece	Packaging Tape 48mm x 100mm	20	

Unit	Item Description	Quantity	Statement of compliance
LOT 1 (RSSO NCR)			
pcs	Battery, Lithium, 3V, Branded	30	
pcs	Magazine File Box with Cover, Navy Blue, Size: 15.5" x 5.5" x 11"	50	
pack	Notepad, 76mm X 100mm (3"x4"), 100 pages/pack, assorted colors	80	
pcs	Pencil Sharpener, Small	100	
pcs	Pencil, No. 2	100	
box	Signpen, Black (0.5), 12pcs/box	50	
box	Signpen, Black (0.7), 12pcs/box	25	
box	Signpen, Blue (0.5), 12 pcs/box	5	
pcs	Stamp Ink, Black, Branded	10	
pack	Tape Flags Neon Arrow Head, Plastic Film, 12.5x5.5cm, 20's 7 Colors	100	

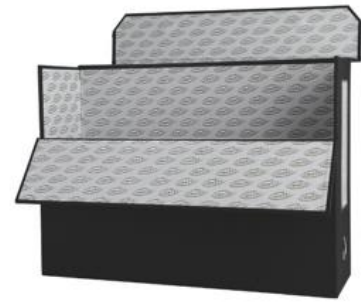
Notepad, 76mm X 100mm (3"x4"), 100 pages / pack



Tape Flags Neon Arrow Head, Plastic Film



MAGAZINE FILE BOX WITH COVER



Note: All ink supplies must be genuine.

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
	LOT 2 (NCR PSO I)		
gal	Bleach, branded, gallon	25	
pc	Doormat., regular, cotton, dark colors	30	
pc	Floor stripping pad, green, 16"	10	
gal	Floor Shine	10	
gal	Floor Stripper	10	
bottle	Dishwashing liquid, branded, 425 ml	50	

Unit	Item Description	Quantity	Statement of compliance
LOT 2 (NCR PSO II)			
unit	<p>PRINTER, 3-in-1, Compact Integrated Tank Design, High Yield Ink Bottles, Spill-Free and Error-Free Refilling, Borderless Printing up to 4R</p> <p>*Function: Print, Scan, Copy *Print Method: On-demand inkjet *Printer Language: ESC/P-R, ESC/P Raster *Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) *Maximum Resolution: 5760 x 1440 dpi *Automatic 2-sided Printing: No *Photo Default: 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless)*2 *Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2 *ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm*2 *First Page Out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec*2</p>	3	
bottle	BLEACH, 1 gallon	6	
bottle	CLEANER, Toilet Bowl and Urinal, 900ml to 1000ml	10	
piece	DEODORIZER, 100g	50	
can	DISINFECTANT, Aerosol Type, 500ml	30	
pouch	DETERGENT POWDER, All Purpose, 1kg	10	
bottle	FRAGRANCE OIL (Humidifier Scent), Forest Bamboo, 100ml	30	
set	HOLDER, for LED Tube, with connector, endcap, screws and tox	200	
pouch	HAND SOAP, Liquid, 500ml, Refill	15	
piece	TISSUE, Interfolded Paper Towel (1-ply,150 pulls,200mm x 200mm)	213	
bundle	RAGS, All Cotton, White, 30s/bundle	2	

Unit	Item Description	Quantity	Statement of compliance
LOT 2 (NCR PSO III)			
pc	Mop head, cotton, good quality, large	10	
Gal	Buffable Emulsion Wax, 1 gal	10	
Gal	Non-Buffable Wax, 1 gal	10	
bottle	Glass Cleaner with sprayer, anti-dust, anti-mist, streak-free, at least 500ml	16	

bottle	Bleach, Color Safe, at least 900ml	20	
bottle	Bleach Floral Scent 6-in-1 Total Clean, at least 3785ml	15	
pouch	Detergent Powder, branded, anti-bacterial, at least 2.2kgs	24	
pouch	Fabric Conditioner Refill, 1.38L Anti-kulob	12	
bottle	Pure White Liquid Hand Soap, Branded, Anti-bacterial at least 450ml with pump dispenser	60	
can	Insecticide, solvent-based aerosol, odorless, at least 500ml	12	
packs	Tissue, Interfolded Paper Towel, at least 150 pulls, 20cm x 20cm	500	
packs	Toilet Paper, 600 Sheets, 3 Ply , 12 Rolls/pack	300	

Unit	Item Description	Quantity	Statement of compliance
	LOT 2 (NCR PSO IV)		
piece	BATHROOM DEODORIZER CAKE, WITH HOLDER, 100GRAMS, BRANDED	8	
bottle	BLEACHING SOLUTION, ULTRA THICK TOILET CLEANER, CLASSIC, 500ML, BRANDED	5	
piece	BROOM (WALIS TAMBO), HEAVY DUTY	5	
bottle	DISHWASHING LIQUID, ANTIBACTERIAL, 250 ML, BRANDED	8	
piece	DISHWASHING SPONGE, YELLOW, HEAVY DUTY, BRANDED	10	
can	DISINFECTANT SPRAY, 170 GRAMS, REFRESHING SCENT, BRANDED	6	
piece	DUST PAN, PLASTIC, HEAVY DUTY	20	
pack	FACIAL TISSUE, 2 PLY, 50 PULLS, PLASTIC PACK	50	
bottle	HAND SOAP, ANTIBACTERIAL, MOISTURIZER, 500ML, BRANDED	10	
kilo	RAGS, COTTON CLOTH, HEAVY DUTY	3	

pack	TRASH BAG, XL- 15x15x37, HIGH DENSITY POLYETHELENE THICK MATERIAL	10	
piece	TRASH BIN, WITH PEDAL, PLASTIC, DURABLE, 8 LITER	5	
box	VINYL NITRILE BLEND GLOVE 100PCS/BOX, HEAVY DUTY	6	

Unit	Item Description	Quantity	Statement of compliance
LOT 2 (NCR PSO V)			
Bottle	Scented Oil for Diffuser (1000ml)	10	
pouch	Detergent Powder, branded, all purpose, 1kg	12	
Gallon	Muriatic Acid	2	
Gallon	Dishwashing Liquid (Branded)	7	
Pouch	Fabric Conditioner Refill 1.38L, Anti Kulob	10	

Unit	Item Description	Quantity	Statement of compliance
LOT 2 (RSSO NCR)			
pcs	11W LED Bulb, Branded	20	
pcs	12W LED Bulb, Branded	20	
pcs	Bidet Flex Hose, 1/2" x 1/2", Branded, High Quality	50	
bot	Bleach, Branded, 1000mL	10	
box	Blood Glucose Monitoring Strip	4	
pack	Cable Tie, 350mm (pack of 100)	5	
pack	Cable Tie, 400mm (pack of 100)	5	
pcs	Car Freshener Vent Clip, Branded	20	
pack	Cotton Balls	2	
pcs	Deodorant Cake with holder, 100g, assorted scents	50	
pcs	Fluorescent Lamp, Daylight, 18 Watts, Branded	30	
can	Furniture Polish, 330ml, Branded	25	
liters	Hand Soap Liquid, Branded, 4L	5	
box	Lancets	3	
gal	Liquid Dishwashing Soap	6	
pcs	Microfiber Towel, 30cm x 30cm	10	
pcs	Plunger for Toilet Bowl	5	

bot	Water Based Essential Oil Premium scent for humidifier 100ml	20	
pack	Scrubbing Pad (Sponge), Branded, 10 pcs/pack	10	
pcs	Toilet Bowl Brush (Round Brush) with Holder	5	
pack	Trash Bag, Small	20	
pack	Trash Bag, XXL	30	
pc	Oval floor mats	15	



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

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 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