



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION



REQUEST FOR QUOTATION

Date: October 16, 2024
RFQ No.: PSA-NCR-RO-24-119

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Promotional items for OWS/ISLE Sample Establishment of PSA-NCR** in accordance with Section 53.10 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Promotional items for OWS/ISLE Sample Establishment of PSA NCR PSO I and III	Php450,000.00
2	Promotional items for OWS/ISLE Sample Establishment of PSA NCR PSO II, IV and V	Php334,050.00


Delivery Term: 45 Days upon receipt of the Notice to Proceed

Please quote your **best offer** in **lot/all lots** 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 **21 October 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 rssoncrbac@psa.gov.ph


ANJINETTE SUMAGUISO-ALONDAY
ROBAC Secretariat


BAMBIE A. VILLARUEL
ROBAC Chairperson



Address: 9/F EDSA Grand Residences, 75 Corregidor St. Cor. EDSA, Quezon City 1105
Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042
URL: <http://rssoncr.psa.gov.ph>
Email: rssoncrbac@psa.gov.ph

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	Quantity
pc	Foldable Reusable Bag	1,800

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	Quantity
pc	6-port USB Wall Charger	1,138

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	Quantity
pc	Metal Cellphone Holder 360	2,250
pc	Leather Gift Set	2,250

Address 4: PSA-NCR PO IV 4/F Grandz Commercial Center Bldg., 1798 Mac Arthur Highway Cor.
Calle 4, Barangay 81, Caloocan City

Contact Person: John Jomil Soriano
Statistical Specialist II
8367-3831

Unit	Item	Quantity
pc	Bamboo Pen	318

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	Quantity
pc	Glass teapot with strainer	771

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.]*

Lot 1

Unit	Item Description	Quantity	Statement of compliance
Pc	foldable reusable bag,light weight assorted design water proof texture washable with PSA logo print Refer to the accompanying picture	1,800	



Unit	Item Description	Quantity	Statement of compliance
pc	Metal Cellphone Holder 360 Specifications: - 9x13x3cm / 66 grams - Silicon Pad - Anti Slip - 360 Axis Rotatiion - Color: Silver Gray - 1,125 pcs - Color Purple - 1,125 pcs - with PSA logo -Individually boxed (Original Packaging) Additional Features: - High Quality Full Carbon Steel base, Foldable Design	2,250	
pc	Leather Gift Set Specifications: - Leather wallet / coin purse with PSA logo - Leather Cord organizer - Leather name Keychain (Name: PSA NCR PSO III) -Individually kraft boxed (Original Packaging) with ribbon - OWS/ISLE Thank You tag - Colors: Assorted - Tan Brown, Choco brown, Black, Army Green, Maroon/Red, Mocha, Mint Green, Light Blue.	2,250	



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

Name of Company/Bidder

Signature over Printed Name

Date

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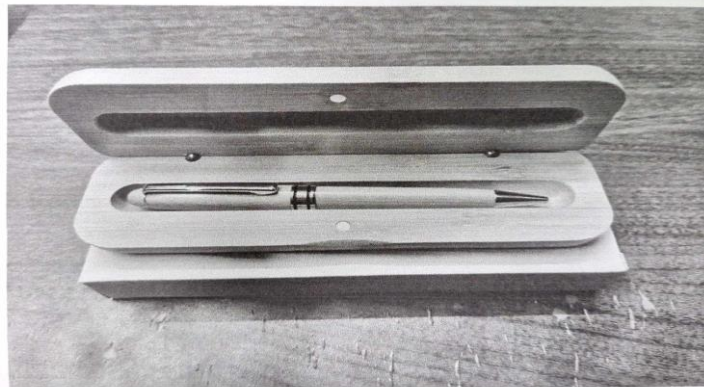
Lot 2

Unit	Item Description	Quantity	Statement of compliance
pc	6-port USB Wall Charger, w/ PSA Logo Cord Length- 1 meter Power input- 100 to 240V 50/60Hz Power output- DC 5.0V= 3.1A Max Fast Charging	1,138	



Unit	Item Description	Quantity	Statement of compliance
pc	Bamboo pen with engrave PSA Logo Material: bamboo, metal Ink: gel, black Print area: laser engraved Craft box included	318	

Bamboo Pen with Craft Case



Unit	Item Description	Quantity	Statement of compliance
pc	GLASS TEAPOT with strainer (BRANDED) 950ml Capacity 0.95 Liters -Made of durable high-quality pure glass Strong, toughened and healthy glass material Stainless Steel infuser Pour spout for easy and convenient pouring without spillage Ergonomic handle for a comfortable grip Ideal for brewing ground coffee and tea leaves Simple yet elegant design that easily fits in with any kitchen countertop Easy to use and dishwasher safe The direction/Steps for use should be indicated at box L18.5xW14xH14cm/0.33kg with PSA Logo at the side of the glass Item should be Intellectual Property Office patented	771	

	-Individually boxed (Original Packaging)		
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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

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