



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



## REQUEST FOR QUOTATION

**Date:** November 7, 2024  
**RFQ No.:** PSA-NCR-RO-24-133

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Semi-expendable equipment for PSA NCR PSO V** 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       | Office Equipment      | Php210,000.00                          |
| 2       | Furniture and Fixture | Php468,488.00                          |

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 **12 November 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 <b>after award of contract but before payment</b> . |
| 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](mailto:rssoncrbac@psa.gov.ph)

  
ANJINETTE JUMAQUIO-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](mailto:rssoncrbac@psa.gov.ph)

**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   | Projector, EB-X51 XGA 3800 Ansi Lumens Projector<br>3800 lumens of color and white brightness<br>Native XGA resolution and 4:3 performance<br>Long lamp life up to 12,000 hrs in ECO Mode<br>Built-in moderator function for easy sharing iProjection<br>Advance network connectivity   | 3        |                         |
| pc   | Paper Shredder<br>Auto max poweshred 100m, shreds 20 sheets of paper<br>Runs up to 30 mins. Before cool down period powers<br>Spacious 9 gallon pull-out bin and led bin-full indicators<br>Can shred: staples, credit cards, paper clips, CDs/DVD<br>Cut size: 5/32" x 1 1/2"<br>Material: Plastic<br>Paper entry width: 9" shred per sheets: 397<br><br><i>Please attached a picture of the sample offer.</i> | 3        |                         |

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

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

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

\_\_\_\_\_  
Date

Contact Person:

Gina Nicanor  
Administrative Assistant II  
0956-6720-894/8834-160

**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 2**

| Unit      | Item Description  | Quantity  | Statement of compliance |
|-----------|---|-----------|-------------------------|
| <b>pc</b> | Chair, Ergonomic Mesh Designer Office Chair(Computer)<br><br>Chrome Steel Base, 300mm base size<br>Base Capacity, 300kg, Gas Lift Type 120D<br>Caster Type PP, Simple Fixed Type mechanism<br>2.0mm Thickness, Seating Capacity 80kg  | <b>14</b> |                         |
| <b>Pc</b> | CHAIR FOR CONFERENCE, Ergonomic Mesh Chair with Lumbar Support and Headrest, Chrome base with PU Caster, Tilt mechanism, 360 swivel<br>Function, Black Mesh, Backrest, Pneumatic Height Adjustment<br>300 based capacity, 120D Gas Lift Type  | <b>18</b> |                         |
| <b>pc</b> | DINING SET, 6 seater Dining Set<br>include 1 Table and 7 chairs<br>Table: Melamine Finish with steel powder coated finish<br>Table Dimensions: L90 x W180 x H30.25"<br>Material : Polypropylene seat and back<br>Color for chair: Blue, Green Yellow, Red<br>Chair Dimensions: L17 x W17" x H40"        | <b>3</b>  |                         |
| <b>pc</b> | CHAIR, ERGONOMIC WITH FOOT REST<br>Hi Back with Head Rest Cushion in Breathable Mesh<br>comes with Foot Rest for maximum comfort<br>Metal and Black PP Arms Rests<br>Chrome Base, Adjustable seat height<br>With Tilt Mechanism, 360 degree swivel function<br>Dimensions: 61 (w) x 58 (D) x 119 (H) cm | <b>1</b>  |                         |

|   |   |            |  |
|---|---|------------|--|
| <b>pc</b>   | Weight 15 kgs<br>PARTITION, PVC Foldable Wall/Accordion Doors<br>Customize in Length and Height, Delux Type<br>Width 199, Length 102, Panel Thick 10mm<br>with Lock and Key, Split Type Opening w/ installation<br>Customize the Office, Color: Brown | <b>5</b>   |  |
| <b>sq ft</b>  | BLINDS, Shades, Roll up<br>Material, Vinyl imported   | <b>733</b> |  |
| <b>pc</b>   | TABLE, Executive Office Table<br>Melamine Finish, Size: 1.60m x 80m with Mobile<br>Center Drawer  | <b>7</b>   |  |
| <i>Please attached a picture of the sample offer.</i> |   |            |  |

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

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

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

\_\_\_\_\_  
Date

Contact Person:

Gina Nicanor  
Administrative Assistant II  
0956-6720-894/8834-160

## 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