



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: April 22, 2022
RFQ No.: PSA-NCR-RO-22-046

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 PSA NCR PO IV**, in accordance with Section 53.10 (Negotiated Procurement – Shopping) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

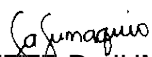
LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Office Supplies	Php169,650.00
2	Janitorial Supplies	Php13,885.00

Please quote your **best offer in all or any 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 **27 April 2022 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 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 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. **8362-6047** or email address at psa.ncr.robac@gmail.com


ANJINETTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
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://rsso.ncr.psa.gov.ph>
Email: psa.ncr.rsso@gmail.com

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.]*

Technical Specifications:	Unit	Quantity	Statement of Compliance
Toner, 107A	cart	15	
Ballpen, Black	piece	200	
Marker, Highlighter, Yellow	piece	20	
Cutter, Knife	piece	10	
Envelope, Brown, Legal	piece	500	
Envelope, Brown, Short	piece	100	
Envelope, Plastic with handle, Legal	piece	50	
Fastener, Metal	box	30	
Tape, Transparent, 48 mm	rolls	30	
Glue, Pen	piece	10	
Marker, Permanent, Black	piece	36	
Note Pad, sticky note pad	pack	30	
Paper, Short	ream	30	
Paper, Multicopy, Legal, 80 gsm	ream	50	
Pencil, Pencil with Eraser #2	piece	360	
Puncher, Heavy Duty	piece	10	
Sign Pen, Liquid Gel, Black	piece	36	
Specialty Paper, A4	pack	50	
Staple Wire, 35 mm	box	20	
Stapler, Heavy Duty	piece	10	
Duplo Ink, Black 014	cart	30	
Pay Envelope	box	10	

Bulb, LED, 8 watts (with PS mark or ICC stickers)	piece	200	
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I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

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TECHNICAL SPECIFICATIONS

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Technical Specifications:	Unit	Quantity	Statement of Compliance
Soft Broom (Walis Tambo)	piece	20	
Bleach	gallon	10	
Mop w/ aluminum handle	piece	4	
Rags, Round, Cotton, 25 pcs / bundle	bundle	12	
Sprayer, 500 ml Bottle	piece	5	
Hand Soap, Liquid	gallon	5	
Squeegee	piece	5	
Tornado Mop, Microfiber Mophead, Spin Dry Basket	piece	1	
Foot Rag (Rectangle)	piece	10	

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. 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 rental fee will be made after receipt claim/invoice from the lessor.
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