



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
National Capital Region



REQUEST FOR QUOTATION

Date: July 4, 2025
RFQ No.: PSA-NCR-RO-25-51

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Supplies, Token and ICT Hardware for Second Semester of SOCD** in accordance with Section 53.9 (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	Common Office Supplies	Php82,399.00
2	Token and ICT Hardware	Php848,500.00

**Delivery Term: 30 Days upon receipt of the Notice to Proceed (for common office supplies)
45 Days upon receipt of the Notice to Proceed (Token and ICT Hardware)**

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 **9 July 2025 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 2024 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2025 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 LUMAGUO-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

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
pack	Battery, 9V	5	
pack	Battery, AA, 2 pcs / pack	24	
pair	Scissors	10	
pack	Sticker Paper, Matte, A4, 100 sheets/pack	5	
pack	Acetate, PVC Binding Cover, Clear, 200 mic., 100 pcs / pack	2	
pack	Photopaper, Multi-Purpose, Glossy, A4, 10 sheets / pack	5	
pc	ID Lace Holder with PSA Logo Length 36" Width: 1" Thickness" 1mm Polyester	195	
pc	Gelpen Pen tip size: 0.5mm Color: Black Packaging Size: 1 pc	285	
pc	Notebook 80 leaves, Spring Type	95	

pc	CORRECTION TAPE/FLUID	10	
ream	PAPER MULTICOPY, 70GSM, SIZE: 210MM X 297MM (A4)	50	
bpx	STAPLE WIRE #35	15	
pc	TAPE MASKING 48MM X 50MM	50	
pc	TAPE PACKAGING 48MM X 50MM	30	
pc	TAPE MASKING 24MM X 50MM	30	
pc	TAPE TRANSPARENT 24MM X 50MM	50	
pc	TAPE TRANSPARENT 48MM X 50MM	30	
pc	TAPE DOUBLE ADHESIVE W/O PAD 24MM x 50 MM	30	
bundle	STICKER PAPER (GLOSSY) A4 glossy 100 sheets/pack	2	
bundle	STICKER PAPER, MATTE, A4 A4 Matte 100 sheets/pack	3	
Bundle	PHOTOPAPER Multi-purpose photopaper. size: 4R, glossy, 10 sheets per pack	150	
box	SPECIAL PAPER PEACH A4 Branded Specialty Paper 500 sheets/box	4	

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
pc	WIRELESS LASER POINTER CLICKER REMOTE <ul style="list-style-type: none">• Dimensions (height x width x depth): 1.5 in (38 mm) x 5.28 in (134 mm) x 1.1 in (28 mm)• Weight: 2.5oz (71 g)• Receiver Dimensions (height x width x depth): 0.65 in (16.5 mm) x 2.31 in (58.6 mm) x 0.31 in (7.9 mm)• Receiver Weight: 0.21oz (6 g)• Color: Black• Laser Class: Class 3 Laser• Max Output: Less than 1mW• Wave Length: 522~542 nm (green light)• Battery type: 2 AAA batteries• Battery life (Laser pointer): 20-hour maximum• Battery life (Presenter): 1050-hour maximum• Wireless operating distance: Approximate 30m1• Wireless technology: 2.4 GHz wireless technology• Supported OS: Windows Vista, Windows 7, Windows 8• Interface:USB	3	

pc	CANVAS THERMAL LUNCH BAG Lunch Box Type: Thermal Box Pattern: Print Material: Cation Feature: Leak-proof Volume: 500-1,000 ml Accessory: Insulated Bag Style: Modern Color: Black, Blue, Grey, Wine Red	300	
pc	KATCHA BAG BLACK BAG Size: 14x17 inches (35x43cm) with 4-inch (10cm) Gusset Bottom with PSA Logo at the center	300	
pc	Tumbler Set - Mug Tumbler with box 450ml, Double walled vacuum Insulation logo: PSA logo - Canvas Zip Bag Material: Thick Canvas with PSA Logo Zipper, Shoulder and Sling Adjustable Strap Size: 32x34 cm; Color: Black	250	
pc	Items: Coffee Gift Set - 350ml French Press Wooden - 125g Arabica Coffee x 3 packs - Bamboo Mug - Box with ribbon and filler Tote Bag (that can fit the Coffee Gift Set) Color: black with logo (2 inches)	60	
pc	JUTE BAG Material: Abaca Bag Synthetic Print: DTF or UV Print Size: 46x35x14cm	250	

pc	RECHARGEABLE JET FAN Branded Handheld Pro 1S Fan Speed: 5000mAh Fan Gear: 0-100 Speed Size: 157x60.5x59 mm Weight: 260g Use time: 12 hours Charge Time: 1.15-2h (Fast) Material: Aluminum Alloy Color: White, Black, Pink	200	
pc	Fully Automatic Umbrella Material: Fiber ribs + Metal shaft + Anti-UV coated Canopy Ribs: 8 ribs, strong wind resistant, not easy to rust Reinforcement material: black steel with reinforced glass fiber ribs, round steel umbrella beads Folding Size: 340 x 50 mm Unfolding Size: 660 x 1150 mm Additional features: Auto Open and Close Function to operate automatically Pushing a single button to open or close Slip-proof Handle, Strong Fiberglass Ribs Color: blue Please see attached design	100	

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

Name of Company/Bidder

Signature over Printed Name

Date




Professional Presenter Wireless Laser Pointer Clicker

Remote

4.9 ★★★★★ 28 Ratings [Report](#)

R800 PRESENTER



- GREEN LASER POINTER
- LCD DISPLAY WITH TIMER
- 100 FEET (30M) RANGE
- INTUITIVE SLIDESHOW CONTROL
- PLUG AND PLAY WIRELESS RECEIVER

SPECIFICATIONS

- Dimensions (height x width x depth): 1.5 in (38 mm) x 5.28 in (134 mm) x 1.1 in (28 mm)
- Weight: 2.5oz (71 g)
- Receiver Dimensions (height x width x depth): 0.65 in (16.5 mm) x 2.31 in (58.6 mm) x 0.31 in (7.9 mm)
- Receiver Weight: 0.21oz (6 g)
- Color: Black
- Laser Class: Class 3 Laser
- Max Output: Less than 1mW
- Wave Length: 522~542 nm (green light)
- Battery type: 2 AAA batteries
- Battery life (Laser pointer): 20-hour maximum
- Battery life (Presenter): 1050-hour maximum
- Wireless operating distance: **Approximate 30m**
- Wireless technology: 2.4 GHz wireless technology
- Supported OS: Windows Vista, Windows 7, Windows 8
- Interface: USB

21



22



23




Coffee Gift Set

- 350ml French Press Wooden
- 125g Arabica Coffee x 3 packs
- Bamboo Mug
- Box with ribbon and filler

Tote Bag (that can fit the Coffee Gift Set)
Color: black with logo (2 inches)

24



Tumbler Set

- Mug Tumbler with box
450ml, Double walled vacuum Insulation
logo: PSA logo
- Canvas Zip Bag
Material: Thick Canvas
Zipper, Shoulder and Sling Adjustable Strap
Size: 32x34 cm; Color: Black

25

Handheld Fan Pro1S

5000mAh

0-100 speed

157x60.5x59mm

260g

15Hours

1.5-2h (Fast)

Aluminum Alloy

2color

Six leading science and technology

Strong Wind

100 Gears of strong wind

10m/s wind Speed

Detail

15 hours long battery life

Built-in AI protection chip

Fashion

All aluminum body fashion design

Led electricity wind power digital display

26

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