

#### REQUEST FOR QUOTATION

Date: November 9, 2022 RFQ No.: PSA-NCR-RO-22-130

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Tokens For 2022 OWS/2021-2022 ISLE Sample Establishments for PSA NCR PO I**, 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	Token	Php205,000.00

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 **15 November 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://rssoncr.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
Tote Bag	рс	1500	
Katsa canvas			
13 x 15 inches			
23 inches long strap			
no zipper			
color: white/cream			
Print: digital sublimation			
Design: Plants			
with PSA logo and NCR PSO I			
with individual packaging			
Sticky Note Set w/ box			
with 2023 calendar and pen	рс	200	
with PSA logo and NCR PSO I	PC	200	
Terms and Conditions:			
Delivery within 45 days upon receipt of			
notice of award			
Bidder is required to submit sample of the			
item being offered			
Price are VAT inclusive			

I hereby certify to comply with a	I 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
	D	esignation
	Office Telephone I	No. / Mobile Telephone No.
	Fma	il 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 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 918, without incurring any liability to the affected bidder or bidders.

aders.	
	Signature over Printed Name
	Position/Designation
	Office Telephone/Fax/Mobile Nos.
	Email address/es