



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

## REQUEST FOR QUOTATION

Name of Project: Procurement of Various Office Supplies for the Philsys Step 1 Extension and Step 2 Operation  
Solicitation No: PSA-NCR-RO-21-025  
Date: 12 April 2021  
Place of Delivery: PSA-NCR PO II  
8th Floor EDSA Grand Residences  
#75 Corregidor Street corner EDSA, Bago Bantay, Quezon City  
ABC: **Php 923,712.00**

Description:

The Philippine Statistics Authority - Regional Statistical Service Office National Capital Region (PSA-RSSO NCR) invites interested suppliers / bidders to submit their quotations / proposals for the hereunder requirements:

1. Mayor's Permit
2. PhilGeps Registration
3. Omnibus Sworn Statement or
4. Income Tax Return

Please submit your formal proposal duly signed by your representative through email to: [psa.ncr.robac@gmail.com](mailto:psa.ncr.robac@gmail.com) or via sealed envelope or the option of the supplier, attention to:

MR. ELMOR G. BARROQUILLO  
ROBAC Chairperson  
Philippine Statistics Authority  
National Capital Region

*Note: Price quoted shall include VAT.*

Deadline for submission of sealed quotations is on April 16, 2021, 10:00 A.M. at 9<sup>th</sup> Floor EDSA Grand Residences, 75 Corregidor Street corner EDSA, Quezon City. The PSA- RSSO NCR assume no responsibility, whatsoever, to compensate or indemnify suppliers / bidders for any expenses incurred in the preparation of the quotation.



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.rso@gmail.com](mailto:psa.ncr.rso@gmail.com)

A. Project Site and Contact Person

Project Site	Contact Person	Address / Telephone No.
Quezon City	Zaida D. Austria	8th Floor EDSA Grand Residences, 75 Corregidor Street corner EDSA, Quezon City Tel. Nos. 8-716-0828/ 8-713-4472

B. Schedule of Delivery

Date of Delivery	ABC	Goods to be Delivered
15 days upon receipt of Notice to Proceed	(Subject to 6% VAT)	Office Supplies

C. Technical Specifications

Specifications	Unit	Qty	Unit Price	Total Amount VAT inclusive	Compliance with Technical Specification/ Brand Name (please check)	
					YES	NO
<b>Lot 1</b>						
Paper, multicopy, 80 gsm, size: 210mmx297mm	ream	300				
Paper, multicopy, 80 gsm, size: 216mmx330mm	ream	700				
Eraser, 30s	box	15				
Paper clip, plastic coated (big), 100s	box	250				
Paper clip, plastic coated (small), 100s	box	250				
Scissors, big	pc	10				
Ballpen, black (50s)	box	40				
Gelpen, 0.5, black, 12s	pcs	50				
Pencil, 12s	box	95				
Sticky notes, 100s	pcs	30				
Sticky arrow tabs, 100s	set	20				
Correction tape	pcs	50				
Expanding Envelope with garter	pcs	50				
Clipboard folder with metal binder-long	pcs	70				
Epson Ink 003, black	bot	40				
Epson Ink 003, cyan	bot	5				
Epson Ink 003, magenta	bot	5				
Epson Ink 003, yellow	bot	5				
Round rug, 20s	bundle	200				
Microfiber cloth/towel	pcs	380				
<b>Lot 2</b>						
Extension cord votage surge protector, 4 gang, 3-4 meters	pcs	369				
<b>Lot 3</b>						
Flashdrive, 64 gb	pcs	369				

C. Financial Proposal

1. The supplier / bidder shall submit as part of their financial proposal, the price schedule of the goods and other related services as specified in the Technical Specification.
2. Prices quoted by the supplier / bidder shall be fixed during the bidder's performance of the contract and not subject to variation/s or price escalation/s on any account. A bid / proposal submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

**Prepared by:**

  
**GERALD M. MORADA**  
ROBAC Secretariat

**Approved:**

  
**ELMOR G. BARROQUILLO**  
ROBAC Chairperson