



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **SMALL VALUE PROCUREMENT** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Organizational Chart, Functional Chart, and Office/ Directional Signage of PSO Palawan
Solicitation	2024-09-0613
Place of Delivery	PSA Palawan, Puerto Princesa City
Brief Description	Organizational Chart, Functional Chart, and Office/ Directional Signage of PSO Palawan
Quantity	3 items
Approved Budget for the Contract (ABC)	P 50,025.04
Date of Delivery	September 25, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00 PM on Tuesday, September 17, 2024** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:

Name and Signature: _____

Company: _____

Date: _____

VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, the PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.





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BID FORM

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement and Delivery of Organizational Chart, Functional Chart, and Office/ Directional Signage of PSO Palawan						
Size: 18 x 14 inches Material: Acrylic with advertising bolt with installation	piece	22			()	()
Size: 18 x 14 inches Material: Glossy Paper with installation	piece	22			()	()
Size: 6 inch length x width (depends on wordings) Material: Cintra board sign with installation (6 pcs with chain) ***nothing follows***	piece	32			()	()
Mode of Payment-Send Bill						
Place of Delivery: PSA Palawan, Puerto Princesa City						
TOTAL						

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature_____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:

CARLA JANE L. GUIRUELA
Canvasser



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