



**REGIONAL BIDS AND AWARDS COMMITTEE**  
Tel Nos: (034) 435-0574 or (034) 707-4486

## REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Negros Occidental through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 52.1(b) (Shopping) for the "Procurement of Materials for the Set-up of Personnel Locator Chart for PSA Negros Occidental PSO." Details of the project is as follows:

<b>Name of Project</b>	Set-up of Personnel Locator Chart
<b>Reference</b>	PR No. 2024-0600-05-039
<b>Location</b>	Negros Occidental
<b>Brief Description</b>	Procurement of Materials for the Set-up of Personnel Locator Chart for PSA Negros Occidental PSO
<b>Quantity</b>	As stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	Php 10,860.00
<b>Contract Duration</b>	30 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 1:00 P.M. of \_\_\_\_\_ to be opened on the same day at 1:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat/Sub-TWG at Tel. No.(034) 435-0574 or (034) 707-4486.

  
**WILLIAM G. JARO**  
BAC Chairperson

### Terms and Conditions:

1. All entries must be typewritten/printed legibly. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar days after the opening of bids or during post qualification:  
a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus sworn Statement (if applicable)
7. Please submit Food Menu together with this RFQ.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

# BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	<b>Procurement of Materials for the Set-up of Personnel Locator Chart for PSA Negros Occidental PSO</b>						
<b>Lot 1</b>	<b>Magnetic Whiteboard</b>	piece	1	9,580.00	9,580.00		
	Material: Magnetic Board						
	Color: White						
	Full Length: 4ft						
	Width: 8ft						
	No Stand						
							
<b>Lot 2</b>	<b>Colored Whiteboard Button Magnet</b>	piece	80	16.00	1,280.00		
	Material: PP+ Magnet						
	Size: 30mm diameter, 9mm length						
	Color: 10 pieces Red, 20 pieces Yellow, 40 pieces Blue, 10 pieces Green						
							
<b>TOTAL =</b>							

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

\_\_\_\_\_

Printed Name/Signature/Position

\_\_\_\_\_

Name of Company

\_\_\_\_\_

Address

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_