



REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (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 e Alternative Mode of Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Polo Shirts for the 2025 Regional Planning Workshop and 2024 General Assembly of PSA Negros Occidental PSO."

Details of the project is as follows:

Name of Project	2025 Regional Planning Workshop and 2024 General Assembly
Reference	PR No. 2024-0645-11-107
Location	Negros Occidental
Brief Description	Procurement of Polo Shirts for the 2025 Regional Planning Workshop and 2024 General Assembly of PSA Negros Occidental PSO
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 37,200.00
Contract Duration	10 days



Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 1:30 P.M. of November 25, 2024 to be opened on the same day at 2:0) 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)
	Procurement of Polo Shirts for the 2025 Regional Planning Workshop and 2024 General Assembly of PSA Negros Occidental PSO						
	Collared Polo Shirt	piece	13	600.00	7,800.00		
	Material: 60% Cotton and 40% Polyester						
	Rib Flat Knitted Collar						
	Double-Needle Sleeve and Bottom Hem						
	Neck Tape with button packet						
	Color: White						
	With Embroidered PSA Logo (2") and "Negros Occidental" (Font: Arial, 24pt, Black) on the Left Sleeve						
	Available Sizes: XS, Small, Medium, Large, XL, 2XL, 3XL, 4XL						
							
	Collared Sublimation Shirt	pcx	49	600.00	29,400.00		
	Material: 100% Polyester						
	Neck Tape with 2 button packet						
	Color: See sample design						
	Available Sizes: XS, Small, Medium, Large, XL, 2XL, 3XL, 4XL						
							
TOTAL =							

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: _____