



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Guimaras Provincial Statistical Office  
San Miguel, Jordan, Guimaras

**REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (033) 335-0316, (033) 335-0907

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Guimaras Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Negotiated Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Tokens for the Provincial Product Accounts Dissemination Forum of PSA Guimaras Provincial Statistical Office." Details of the project is as follows:

<b>Name of Project</b>	Provincial Product Accounts
<b>Reference</b>	PR No. 2024-0679-10-064
<b>Location</b>	Guimaras
<b>Brief Description</b>	Procurement of Tokens for the Provincial Product Accounts Dissemination Forum of PSA Guimaras Provincial Statistical Office
<b>Quantity</b>	Lot
<b>Approved Budget for the Contract (ABC)</b>	Php 16,800.00
<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 October 29, 2024 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 Guimaras Provincial Statistical Office, 2F Galanto Bldg. Mosqueda Village, San Miguel, Jordan, Guimaras. 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.(033) 335-0316 or (033) 335-0907.

  
**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 indicate Brand and Source of Goods (Local or Specify country of origin).
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)	Indicate Brand and Source of Goods (Local or Specifiy country of origin)
<b>Lot</b>	Journal Notebook -Size: A5 -Color: Navy Blue -160 Pages -Ruled Lined Notebook -Soft Faux Leather Hardcover -With Elastic Closure Band -With One Ribbon Bookmark -With PSA Logo   Term of Delivery: <u>30 days</u>	Piece	70	240.00	16,800.00			
<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: \_\_\_\_\_