



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **CUSTOMIZED GIFT WRAPPER, PAPER BAG, SATIN RIBBON** which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 15,000.00** *Fifteen Thousand Pesos*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than**

Nov. 15, 2024 at 11:00am through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva Eloisa P. Esquivias*

**MINERVA ELOISA P. ESQUIVIAS**

Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB). To be awarded by LOT.
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>11/15/24</u> at <u>11:00am</u>	together with the quotation



**RECEIVED**  
 GSD Procurement  
 Name: JOSEPH  
 Date: 11/07  
 Time: 9:00am

REQUEST FOR QUOTATION

PR No. 24-10-1118

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Customized gift wrapper</b>	<b>piece</b>	<b>100</b>				
50 pcs Paper Type: Glossy (90 GSM)						
Size: L 24" X W 18"						
Color: White with colored PSA Logo as pattern logo						
50 pcs Paper Type: Glossy (90 GSM)						
Size: L 24" X W 18"						
Color: Blue (#0038a8) with white PSA Logo as pattern Logo Diameter 1.5"						
<b>Customized Paper Bag</b>	<b>piece</b>	<b>100</b>				
50pcs						
Customized Paper Bag						
Material: 200 gsm mattes laminated paper						
Color: Matte Black						
Print: Spot UV varnish colored PSA Logo and website/socials printed on both faces (see attached design)						
Size: 9x11x5 in.						
Handle: Black satin ribbon with eyelet						
50pcs						
Customized Paper Bag						
Material: 200 gsm mattes laminated paper						
Color: White						
Print: Spot UV varnish colored PSA Logo and website/socials printed on both faces (see attached design)						
Size: 9x11x5 in.						
Handle: White satin ribbon with eyelet						
<b>Customized satin ribbon</b>	<b>roll</b>	<b>8</b>				
4 rolls (50 yard/roll)						
Customized satin ribbon with PSA Logo print						
Width: 24mm						
Ribbon color: Blue (#0038a8)						
4 rolls (50 yard/roll)						
Customized satin ribbon with PSA Logo print						
Width: 24 mm						
Ribbon color: White						
To be awarded by LOT						
Total amount in words:						

Printed name of the authorized representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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