



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Furnitures and Fixtures for Library at 23 Storey Bldg** 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 **275,000.00** *Two Hundred Seventy-Five Thousand Pesos Only*

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**

DECEMBER 27, 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 E. 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).
- 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>12/27/24</u> at <u>11:00AM</u>	Together with the quotation
Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: - if owner - Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS b. For Corporation - Notarized Secretary's Certificate and OSS c. Partnership - anyone of the partners, Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS		Upon acknowledgment of the Notice of Award



REQUEST FOR QUOTATION

PR No. 24-12-1321

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>Furnitures and Fixtures for Library at 23 Storey Bldg</b>						
<b>Wooden Lower Bookshelves</b>	pcs	15				
Specification:						
Open Shelves						
Size: Height - 36 inches; Width-36 inches; Side-16 inches; Shelf height-16 inches (2 layers)						
Color: 201-Natural Maple						
Materials: Plywood with melamine laminate/MDF melamine finish						
<b>Primer/brochures wooden rack shelf</b>	pc	1				
Specification:						
5 layers dimension brochure/primer holder						
12.79 x 15.94 x 51.96 inches (32.5 x 40.5 x 132 cm)						
<b>Magazine Rack</b>	pc	1				
Specification:						
Floor standing rotating wooden pocket shelves magazine						
<b>Magnetic Acrylic Bulletin Board</b>	pcs	2				
Specification:						
Premium heavy duty organizer, include magnets, dry eraser board, dry erase marker (Width: 182 inches horizontal width and 122 inches Vertical width) - Wall mount with complete accessories for wall mounting						
<b>Wall Mount Acrylic signage holder (magnetic)</b>	pc	20				
Specification:						
Size: 18 x 13 inches						
Color: Clear						
With complete accessories for wall mounting						
<b>PSA Logo</b>	pc	1				
Specification:						
Mounted PSA Logo (with transparent base/background same with other PSA logo at PSA headquarters) With complete accessories for wall mounting						
Size:						
Diameter - 36 inches						
Length - 21 inches						
<b>PSA Library Signage</b>	set	1				
<b>PSA Library</b>						
Specification:						
Font: Georgia						
Font Size: 500 (Bold letter - Height-6"; Small letter-4"						
Color: Black mettalic embosed letters						
With complete accessories for wall mounting						

<b>PSA Museum Signage</b>	set	1				
<b>PSA Museum</b>						
Specification:						
Font: Georgia						
Font Size: 350 (Bold letter - Height-4"; Small letter-2.5"						
Color: Black mettalic embosed letters						
With complete accessories for wall mounting						
<b>To be awarded by Lot</b>						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
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: \_\_\_\_\_