



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to procure Tokens for IAC Chairs and Coordinator's Orientation Workshop for the PSDP 2018-2023 Update which shall be undertaken in accordance with 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 192,500.00 One Hundred Ninety-Two Thousand Five Hundred 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** 03 FEB 2022 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 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 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>03 FEB 2022</u> at <u>11:00AM</u> together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2021 Mayor's/Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Omnibus Sworn Statement (OSS)	together with the quotation	Unnotarized OSS may be submitted. However, a copy of your notarized OSS shall be required to be submitted <b>after award of contract but before payment</b> .



Management System  
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 Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

REQUEST FOR QUOTATION  
PR No. 21-11-1594

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>IAC Chairs and Coordinator's Orientation Workshop for the PSDP 2018-2023 Update</b>						
Tokens						
Portable laptop stand and portable phone holder	pcs	385	₱	₱		
<b>Portable Laptop Stand</b>						
Material: made oif wood with custom engraved logo						
Fits most of laptop sizes						
Portable and lightweight						
Easy to assemble and disassemble, and to carry around						
(see attached layout for specs)						
<b>Portable Phone Holder</b>	pcs	385	₱	₱		
Material: made of beech wood with a customs engraved logo Beech						
Size: 8*6*2cm						
Weight: 58g						
(see attached layout)						
Delivery date: within 15 calendar days upon receipt of approved sample						
*This procurement opportunity is 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: \_\_\_\_\_