



Republic of the Philippines
Philippine Statistics Authority
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **SMALL VALUE PROCUREMENT** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Procurement of Customized Polo Shirts of PSA V employees in connection with the 10th PSA Anniversary Celebration.
Solicitation	2023-06-054-CRASD
Location	PSA RSSO V
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 101,000.00
Contract Duration	Complete delivery on or before June 22, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00PM, June 13, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.


CECILLE A. BRIONES
RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPs) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPs Registration Number
 3. Omnibus Sworn Statement
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)																	
					YES	NO																
Procurement of Customized Polo Shirts of PSA V employees in connection with the 10th PSA Anniversary Celebration.																						
Customized Polo Shirts Specifications: 1. Poloshirt type: Honeycomb (70% cotton, 30% Polyester) 2. Printing: Digital Design : (refer to attached Annex A) Delivery Terms: to be delivered at various PSA V offices on or before 22 June 2023 <table style="width: 100%; border: none;"> <tr> <td>RSSO V</td> <td style="text-align: right;">42</td> </tr> <tr> <td>PSA Albay</td> <td style="text-align: right;">29</td> </tr> <tr> <td>PSA Camarines Sur</td> <td style="text-align: right;">22</td> </tr> <tr> <td>PSA Camarines Norte</td> <td style="text-align: right;">37</td> </tr> <tr> <td>PSA Catanduanes</td> <td style="text-align: right;">22</td> </tr> <tr> <td>PSA Masbate</td> <td style="text-align: right;">26</td> </tr> <tr> <td>PSA Sorsogon</td> <td style="text-align: right;">24</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">202</td> </tr> </table> Distribution of sizes , Packaging & Delivery Information/Addresses: (refer to attached Annex B) ***Nothing Follows*** For official use of PSA RSSO V	RSSO V	42	PSA Albay	29	PSA Camarines Sur	22	PSA Camarines Norte	37	PSA Catanduanes	22	PSA Masbate	26	PSA Sorsogon	24	TOTAL	202	pcs	202	P _____	P _____	()	()
RSSO V	42																					
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PSA Masbate	26																					
PSA Sorsogon	24																					
TOTAL	202																					
			Total	P _____ Total amount in words: _____ _____																		

Other requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

Tel/Fax No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit ? Yes No

Philgeps Registration? Yes No

Name and Signature of Canvasser:

ELSIE M. DELARAMA