



## 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 Camarines Sur with the following details:

<b>Name of Project</b>	Procurement of Printing, Fabrication and Installation of PSA Signages and Bulletin Board
<b>Solicitation</b>	2023-11-166-CS
<b>Location</b>	PSA Camarines Sur Provincial Statistical Office
<b>Brief Description</b>	(See Bid Form, <i>Page 2</i> )
<b>Quantity</b>	(See Bid Form, <i>Page 2</i> )
<b>Approved Budget for the Contract (ABC)</b>	Php 63,330.00
<b>Contract Duration</b>	see details

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **9:00 am on December 11, 2023** at **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**

**CECILLE A. BRIONES**  
RBAC Chairman

### Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
  2. PhilGEPS Registration Number
7. 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.
8. Terms of Payment shall be made through check payable to the supplier.
9. 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
<b>Procurement of Printing, Fabrication and Installation of PSA Signages and Bulletin Board</b>						
Acrylic Insert Nameplate, 3in x 14in	pc	35	P _____	P _____	( )	( )
Single Face Signage, Acrylic build up, lighted/Logo, 35in x 35in	set	1	P _____	P _____	( )	( )
Single Face Signage, Acrylic build up, lighted/PSA	set	1	P _____	P _____	( )	( )
Sticker on Acrylic with 4CB/Header, 3.5in x 64in	set	1	P _____	P _____	( )	( )
Sticker on Acrylic with Acrylic Insert and stainless Clip with 8 CB/Bulletin Board, 40in x 64 in (see attached sample layout and specifications)	set	1	P _____	P _____	( )	( )
XXXXX			<b>Total</b>	P _____		
For official use of PSA-Camarines Sur				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: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

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

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

Philgeps Registration?  Yes  No

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Printed Name and Signature of Canvasser: \_\_\_\_\_