



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 Tote Bag, Notebook, Tumbler, 32 GB USB Flash Drive, Ballpen with CAF Print, Logo and Tagline 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 622,500.00 Six Hundred Twenty 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** 12.9 NOV 2022 at 11:00 AM through email at 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

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). This procurement is 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 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>12.9 NOV 2022</u> at <u>11:00 AM</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 2022 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment.
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 after award of contract but before payment.
2021 Income Tax Return (ITR)	together with the quotation	In case not yet available, you may submit your 2020 ITR. However, a copy of your 2021 ITR shall be required to be submitted after award of contract but before payment.



Management System
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GSD Procurement

Name: Minerva E. Esquivias
Date: 12.9 NOV 2022
Time: 4:43 PM

REQUEST FOR QUOTATION

PR No. 22-10-1775

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
LOT						
Item 1 - Tote Bag with CAF print, Logo and Tagline		600				
Tote bag with Side Pocket and back pocket with zipper						
Color: black						
Outer material: Polyurethane						
Strap type: Shoulder						
Closure: Zipper						
Main Material: Made with waterproof PU treated material that is lightweight, durable and does not get wet						
This tote bag is made of lightweight material. The side pockets are slightly deep, and are designed to completely cover 16.9 fl oz (500ml) plastic bottles and to store folding umbrellas, and back pocket with zipper						
Item 2 - Notebook with CAF Print, Logo and Tagline		500				
- Soft Faux Leather cover - A5 size						
- with garter enclosure						
- Paper: 80 gsm - 80 to 120 sheets						
- Bound-in bookmark						
- With calendar at the back						
Item 3 - 500ml tumbler with 2022 CAF Print and Logo		300				
Tumbler stainless Steel Vacuum Insulated Mug with Lid, Double Wall Travel Mug, Durable Powder Coated Coffee Cup, Suitable for Ice Drinks and Hot Beverage (Stainless steel 1 pack)						
18/8 food-grade stainless steel, Lead free and durable						
Material: Stainless Steel						
Color Blue Green						
Capacity 20 Fluid Ounces						
Product Care Instructions Machine Wash						
Height: 6.61 inches						
Body: 3.23 Inches						
Cover : 3.54 inches						
32 GB USB Flash Drive with 2022 CAF Logo		500				

- 1.5x0.6x0.35in						
- up to 150MB/s						
- 6Mbps of writing speed, 14Mbps of reading speed						
- Body made of wood/bamboo						
- Imprint Logo colored						
- Logo size: 1x1 cm						
Ballpen with 2022 CAF Logo		500				
- Wood						
- Metal clip						
- 5.5 Inches length						
- Imprint Logo colored						
- Logo size 1 x 1 cm						
This procurement project is to be awarded by : LOT						
Note: Provide picture sample product upon submission of quotation						
Delivery date: 30 days upon approve sample						
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: _____