




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 **Dissemination Kit for the National Dissemination Forum of 2021 Global Audit Tobacco Survey (GATS)** 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 **284,000.00** *Two Hundred Eighty Four 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** **12:14 NOV 2022** at **11:00 AM** 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 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). 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><b>12:14 NOV 2022</b></u> at <u><b>11:00 AM</b></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 <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  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
020 4620391



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

REQUEST FOR QUOTATION

PR No. 22-11-1876

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>Dissemination Kit</b>	<b>pcs</b>	<b>1000</b>				
<b>1. Customized: Name Tag/ID card Holder</b> -33 inches (length) x 0.625 inches (width) -clear ID holder, 14.5x10.5cm (horizontal) -with punch hole for lanyard -custom print on lanyard: "2021 Global Adult Tobacco Survey"+logo of PSA, DOH, US CDC <b>2. Customized: Lanyard with 64 GB USB</b> -read speed: up to 150MB/s -64GB -USB 3.0 -Engraved: PSA logo (front), 2021 Global Adult Tobacco Survey (back) -preferably in any shade of orange <b>3. Customized: Tote Bag</b> -15 inches (width) x 12 inches (height) - 3 thickness -13 inches handle -with zipper -10oz cotton -custom print with text						
<b>4. Customized: Notebook</b> -A5 sized notebook: 148 x 210mm -Hardcover made of PU skin -Ruled sheets with rounded corners -With elastic closure and bookmark ribbon -Sticker banner with custom print including PSA and DOH logo <b>5. Customized: Sign Pen</b> -Parker style pen or gold trim -Preferably in any shade of orange -Ballpoint pen with action button -Printed/engraved with: PSA logo, 2021 Global Tobacco Survey -Black ink						
*See attached sample						
Date of Delivery: 29 November 2022						
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: \_\_\_\_\_