

## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to Supply and Delivery of Plaques of the PSA Awards for Top Performing Provinces in PhilSys Registration

procure	(30) Pieces				
which shall be undertaken in accordance with	Section 53.9 (Small Value Procurement)				
of the 2016 Revised Implementing Rules and Regulatio	ns of Republic Act No. 9184, with an Approved Budget of the				
Contract (ABC) in the amount of 90,000.00	Ninety Thousand Pesos Only				
below. Submit your quotation duly signed by you or you JAN 2 1 2025 at through	lescribed herein, subject to the Terms and Conditions provided reduly authorized representative not later than hemail at <a href="mailto:bac-secretariat@psa.gov.ph">bac-secretariat@psa.gov.ph</a>				

For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at gsdprocurement.psa@gmail.com

hairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotattion/s must be valid for a period of thirty (30) calendar days from the date of submission. 2
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected. 4
- Award of contract shall be made to the lowest calculated and responsive bid (LCRB). 5
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative. 6
- 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 detrmine 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).
- The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications. 9
- 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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than JAN 2 1 2025 at 1:00 mm	Together with the quotation
Notarized Omnibus Sworn Statement (OSS) Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: -If owner – Notarized OSS -If authorized representative – Notarized Special Power of Attorney and OSS b. For Corporation: -Notarized Secretary's Certificate and OSS c. Partnership: -Anyone of the partners, Notarized OSS -If authorized representative - Notarized Special Power of Attorney and OSS	Upon acknowledgeme	nt of the Notice of Award.

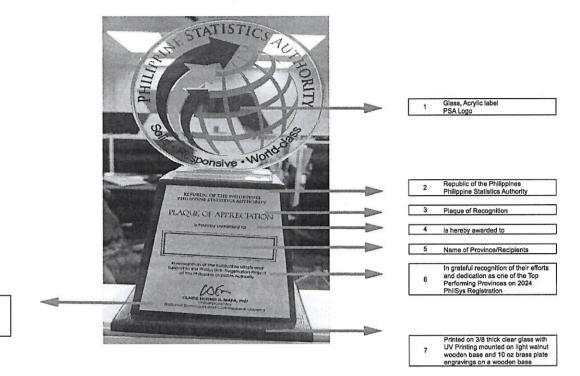


## REQUEST FOR QUOTATION PR No. 25-01-0007

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

After having carefully read and accepted the Terms and Conditions, have subm	nt our quo	1811011/5 101	the item/s	as follows.					
Item(s) and Specification(s), minimum	Item(s) and Specification(s), minimum  Unit Quantit		Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)				
					Yes	No			
Supply and Delivery of Plaques of the PSA Awards for Top Performing Provinces in PhilSys Registration (30) Pieces	lot								
Specifications:									
Plaque Material: Wooden type, Full Acrylic Glass									
Plaque Color: Gradient of Blue, Red, Yellow and Solid Black (based on the attached full image specification) clear acrylic with print and paint over blinded black acrylic base with print									
Plaque Printing: Printed on 3/8 thick clear glass with UV printing mounted on light walnut wooden base and 10 oz brass plate engravings on a wooden base									
Plaque Size: 10 inches overall height									
Packaging: Individually packed in standard box corrugated, with bubblewrap plastic; with label identifying the content item and its intended recipient must be placed on a conspicuous part of each box									
Packaging Size: 3 inches larger than the plaque sizes									
Count: 30 plaques, 30 packaging									
Delivery date and Mode of Payment: Delivery of plaques shall be required for the end-user's approval prior to the actual production and delivery. Please refer to the attached schedule of delivery and payment milestones									
Note: Final text content is to be provided and finalized by the enduser									
Supplier to provide sample for approval at the RMD Office 11th Floor Eton Centris Cyberpod 5 Brgy. Pinyahan, Quezon City									
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X									
Total amount in words:	L		L						
Printed name of the authorized representative:									
Name of Company:					Position:				
Address:	Email address:								
Fax No.: Tel. No.:		_Mobile No.:							
Date									

## A. Full image specification:



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Claire Dennis S. Mapa, PhD Undersecretary National Statistician and Civil Registrar General

- Glass, Acrylic label
   Republic of the Philippines/Philippine Statistics Authority
- 3 Plaque of Recognition
- 4 is hereby awarded to
- 5 Name of Province/Recipients
- 6 In grateful recognition of their efforts and dedication as one of the Top Performing Provinces on 2024 PhilSys Registration Undersecretary
- $7\,$  Printed on 3/8 thick clear glass with UV Printing mounted on light walnut wooden base and 10 oz brass plate engravings on a wooden base

Claire Dennis S. Mapa, PhD 8 Undersecretary National Statistician and Civil Registrar General

Schedule for Payment - Payment Milestone					
Schedule of Delivery by Month	No. of Plaques for Delivery	Date of Delivery from the Supplier	Remarks * Payments shall be made after the delivery per month		
January	2	February 14, 2025			
February	2	March 14, 2025			
March	2	April 15, 2025			
April	2	May 15, 2025			
May	2	June 13, 2025			
June	2	July 15, 2025	Once received/approved by		
July	2	August 15, 2025	GSD/COA for inspection with		
August	2	September 15, 2025	complete set of documents		
September	2	October 15, 2025			
October	4	November 14, 2025			
November	4	November 14, 2025			
December	4	December 29, 2025	2		
TOTAL	30		n *		