



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Plaques of the PSA Awards for Top Performing Provinces in PhilSys Registration (30) Pieces**

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 **90,000.00** *Ninety 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** JAN 21 2025 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

M. 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).
- 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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than <u>JAN 21 2025</u> at <u>11:00 AM</u>	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 acknowledgement of the Notice of Award.



A. Full Image specification:



1 Glass, Acrylic label
PSA Logo

2 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

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
Undersecretary
National Statistician and
Civil Registrar General 8

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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	Once received/approved by GSD/COA for inspection with complete set of documents
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	
July	2	August 15, 2025	
August	2	September 15, 2025	
September	2	October 15, 2025	
October	4	November 14, 2025	
November	4	November 14, 2025	
December	4	December 29, 2025	
TOTAL	30		