



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
Procurement of 100 pcs Customized Polo Shirt for the Philippine Independence Day (Kalayaan 2025)
on **12 June 2025**

procure 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 **Php 50,000.00** *Fifty 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**
JUN 03 2025 at **11:00Am** 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 Eloisa P. 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 JUN 03 2025 at 11:00Am	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	



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

REQUEST FOR QUOTATION
PR No. 25-05-0474

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
Procurement of 100 pcs Customized Polo Shirt for the Philippine Independence Day (Kalayaan 2025) on 12 June 2025	Pc	100				
Specifications: Shirt Color: White Print: DTF (Direct-To-Film); Back-to-Back Prints Cloth: Honeycomb Print Details: Philippine Statistics Authority Logo: 3 Inches Diameter (Front); Bagong Pilipinas Logo: 3 Inches Height (Front); Kalayaan Logo: 8 Inches x 5 Inches (Back) Design: See attached						
Date, Time, and Place of Delivery: on or before 02:00PM, 09 June 2025 (Monday), at the 22nd Floor, Planning and Management Service, PSA Headquarters, East Avenue, Diliman, Quezon City						
Note: 1. The final number of shirts per size will be provided to the winning bidder. 2. The high resolution photos of the designs/logos will be provided to the winning bidder.						
This procurement project is to be awarded to:						
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: _____

SAMPLE DESIGN



Customized Polo Shirt for the Philippine Independence Day (Kalayaan 2025) on 12 June 2025

Specifications:

Shirt Color : White

Print : DTF (Direct-To-Film); Back-to-Back Prints

Cloth: Honeycomb

Print Details : Philippine Statistics Authority Logo: 3 Inches Diameter (Front); Bagong Pilipinas Logo: 3 Inches Height (Front); Kalayaan Logo: 8 Inches x 5 Inches (Back)



**POLO SHIRT FOR THE INDEPENDENCE DAY PARADE
12 JUNE 2025**

Shirt Size	Quantity
XS	5
S	12
M	29
L	29
XL	13
2XL	7
3XL	5
TOTAL	100



Certificate No. PHP
QMS 22 93 0203 - 007



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