



REPUBLIC OF THE PHILIPPINES  
 PHILIPPINE STATISTICS AUTHORITY  
 REGIONAL STATISTICAL SERVICES OFFICE VII



**REQUEST FOR QUOTATION**  
 RFQ # 0700-2024-07-068  
 17 July 2024

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Procurement of Customized Items for the Conduct of 2023 Census of the Philippine Business and Industry (2023 CPBI) for Philippine Statistics Authority - Region VII**

<b>Name of Project</b>	Procurement of Customized Items for the Conduct of 2023 Census of the Philippine Business and Industry (2023 CPBI) for Philippine Statistics Authority - Region VII
<b>Solicitation</b> (If posted at the PhilGEPS)	0700-2024-07-079
<b>Purchase Request No.</b>	0700-2024-04-029
<b>Location</b>	Provincial Office and Regional Office (refer to page 7 of this RFQ)
<b>Brief Description</b>	Procurement of Customized Items for the Conduct of 2023 Census of the Philippine Business and Industry (2023 CPBI) for Philippine Statistics Authority - Region VII
<b>Quantity</b>	See page 3 for more details
<b>Approved Budget for the Contract (ABC)</b>	<b>190,400.00</b>
<b>Contract Duration</b>	30 working days after the receipt of Purchase Order
<b>Date of Delivery</b>	30 working days after the receipt of Purchase Order

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than **25 July 2024, @12:00 NOON**. Kindly label your sealed quotation with the following:

For any clarification, you may contact Ms. Erah Mhay Quiñones / Ms. Marie Cris Lerio/ Ms. Manilyn Lunday / Ms. Mary Clare Coronadoat telephone nos.032)412-6794/254-0470 (telefax).

  
**EDWINA M. CARRIAGA**  
 R07 BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. **If the procurement is done by lot, the bidder may quote for any or all items.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

**PHILIPPINE STATISTICS AUTHORITY**

**Region 7 – Central Visayas**

**REQUEST FOR QUOTATION**

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10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "drawlots" as the tie-breaking method to finally determine the single winning

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

**13. The following documentary requirements must be submitted upon submission of the Request for Quotation (RFQ)**

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery 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 to it.

**BID FORM**

**IMPORTANT NOTES/INSTRUCTIONS:**

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
	<b>Procurement of Customized Items for the conduct of 2023 Census of Philippine Business and Industry (2023 CPBI)</b>			190,400.00			( )	( )
<b>1</b>	<b>Procurement of Customized Bags, Dri-fit Shirts and Umbrella for Bohol Province</b>	LOT	1	30,600.00			( )	( )
<b>1.1</b>	<b>Dri-fit polo shirt</b>	pc	18	500.00			( )	( )
	Specifications: (please see attached design) Color: Blue Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )
<b>1.2</b>	<b>Dri-fit polo shirt</b>	pc	18	500.00			( )	( )
	Specifications: (please see attached design) Color: Green Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )

<b>1.3</b>	<b>Customized Bag</b>	pc	18	500.00			( )	( )
	<p>Specifications: (Please see attached design)</p> <ul style="list-style-type: none"> <li>- Foam-padded back and straps with ventilated fabric adjustable straps</li> <li>-Material: Water proof polyurethane coating on the inside and the outer material (nylon)</li> <li>- Great volume: 10 litres</li> <li>- Color Black/Gray</li> <li>- Weight: 190 g</li> <li>- Dimensions: 40 cm x 22cm x 15 cm</li> <li>- 1 compartment, 2 zipped pockets, 1 flask holder</li> <li>- Durable, abrasion-resistant components and assemblies</li> <li>- with PSA Logo, 2 inches (height)</li> </ul>						( )	( )
<b>1.4</b>	<b>Customized Umbrella</b>	pc	18	200.00			( )	( )
	<p>Specifications: (please see attached design)</p> <p>6-bone Capsule Umbrella</p> <ul style="list-style-type: none"> <li>- Size: <ul style="list-style-type: none"> <li>* Open Diameter: 96cm Umbrella width: 5.5cm</li> <li>* Open Height: 56cm Umbrella closing height: 18.5cm</li> </ul> </li> <li>- Weight: 246g</li> <li>- UV - resistant sunscreen</li> <li>- with PSA Logo</li> <li>- with storage box</li> </ul>						( )	( )
<b>2</b>	<b>Procurement of Customized Bags, Dri-fit Shirts and Umbrella for Cebu and RSSO</b>	LOT	1	127,500.00			( )	( )
<b>2.1</b>	<b>Dri-fit polo shirt</b>	pc	75	500.00			( )	( )
	<p>Specifications: (please see attached design)</p> <p>Color: Blue</p> <p>Drif-fit Polo Shirt with zipper</p> <p>Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front)</p> <p>Collar material: cotton</p> <p>Cuff and Collar : Knitting</p> <p>Printing: Full sublimation</p> <p>Logo height: 2 inches</p>						( )	( )
<b>2.2</b>	<b>Dri-fit polo shirt</b>	pc	75	500.00			( )	( )
	<p>Specifications: (please see attached design)</p> <p>Color: Green</p> <p>Drif-fit Polo Shirt with zipper</p> <p>Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front)</p> <p>Collar material: cotton</p> <p>Cuff and Collar : Knitting</p> <p>Printing: Full sublimation</p> <p>Logo height: 2 inches</p>						( )	( )
<b>2.3</b>	<b>Customized Bag</b>	pc	75	500.00			( )	( )
	<p>Specifications: (Please see attached design)</p> <ul style="list-style-type: none"> <li>- Foam-padded back and straps with ventilated fabric adjustable straps</li> <li>-Material: Water proof polyurethane coating on the inside and the outer material (nylon)</li> <li>- Great volume: 10 litres</li> <li>- Color Black/Gray</li> <li>- Weight: 190 g</li> <li>- Dimensions: 40 cm x 22cm x 15 cm</li> <li>- 1 compartment, 2 zipped pockets, 1 flask holder</li> <li>- Durable, abrasion-resistant components and assemblies</li> <li>- with PSA Logo, 2 inches (height)</li> </ul>						( )	( )

<b>2.4</b>	<b>Customized Umbrella</b>	pc	75	200.00			( )	( )
	Specifications: (please see attached design)  6-bone Capsule Umbrella - Size: * Open Diameter: 96cm Umbrella width: 5.5cm * Open Height: 56cm Umbrella closing height: 18.5cm - Weight: 246g - UV - resistant sunscreen - with PSA Logo - with storage box						( )	( )
<b>3</b>	<b>Procurement of Customized Bags, Dri-fit Shirts and Umbrella for Negros Oriental</b>	LOT	1	25,500.00			( )	( )
<b>3.1</b>	<b>Dri-fit polo shirt</b>	pc	15	500.00			( )	( )
	Specifications: (please see attached design)  Color: Blue Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )
<b>3.2</b>	<b>Dri-fit polo shirt</b>	pc	15	500.00			( )	( )
	Specifications: (please see attached design)  Color: Green Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )
<b>3.3</b>	<b>Customized Bag</b>	pc	15	500.00			( )	( )
	Specifications: (Please see attached design) - Foam-padded back and straps with ventilated fabric adjustable straps -Material: Water proof polyurethane coating on the inside and the outer material (nylon) - Great volume: 10 litres - Color Black/Gray - Weight: 190 g - Dimensions: 40 cm x 22cm x 15 cm - 1 compartment, 2 zipped pockets, 1 flask holder - Durable, abrasion-resistant components and assemblies - with PSA Logo, 2 inches (height)						( )	( )
<b>3.4</b>	<b>Customized Umbrella</b>	pc	15	200.00			( )	( )
	Specifications: (please see attached design)  6-bone Capsule Umbrella - Size: * Open Diameter: 96cm Umbrella width: 5.5cm * Open Height: 56cm Umbrella closing height: 18.5cm - Weight: 246g - UV - resistant sunscreen - with PSA Logo - with storage box						( )	( )

<b>4</b>	<b>Procurement of Customized Bags, Dri-fit Shirts and Umbrella for Siquijor Province</b>	LOT	<b>1</b>	<b>6,800.00</b>			( )	( )
<b>4.1</b>	<b>Dri-fit polo shirt</b>	pc	<b>4</b>	<b>500.00</b>			( )	( )
	Specifications: (please see attached design)  Color: Blue Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )
<b>4.2</b>	<b>Dri-fit polo shirt</b>	pc	<b>4</b>	<b>500.00</b>			( )	( )
	Specifications: (please see attached design)  Color: Green Dri-fit Polo Shirt with zipper Dri-fit, polyester, interlock, smooth and sleek fabric, good quality with customized 2023 CPBI and 2023 IOSPBI logos (at the back) and PSA logo (at the front) Collar material: cotton Cuff and Collar : Knitting Printing: Full sublimation Logo height: 2 inches						( )	( )
<b>4.3</b>	<b>Customized Bag</b>	pc	<b>4</b>	<b>500.00</b>			( )	( )
	Specifications: (Please see attached design) - Foam-padded back and straps with ventilated fabric adjustable straps -Material: Water proof polyurethane coating on the inside and the outer material (nylon) - Great volume: 10 litres - Color Black/Gray - Weight: 190 g - Dimensions: 40 cm x 22cm x 15 cm - 1 compartment, 2 zipped pockets, 1 flask holder - Durable, abrasion-resistant components and assemblies - with PSA Logo, 2 inches (height)						( )	( )
<b>4.4</b>	<b>Customized Umbrella</b>	pc	<b>4</b>	<b>200.00</b>			( )	( )
	Specifications: (please see attached design)  6-bone Capsule Umbrella - Size: * Open Diameter: 96cm Umbrella width: 5.5cm * Open Height: 56cm Umbrella closing height: 18.5cm - Weight: 246g - UV - resistant sunscreen - with PSA Logo - with storage box						( )	( )
	<b>12. Mode of Payment:</b> SEND BILL Arrangement within 30 working days after receipt of the billing statement.						( )	( )
	<b>13. Price quotation/s validity:</b> Must be valid for a period of thirty (30) calendar days from the date of submission.						( )	( )

	<b>Other Requirements:</b>							
	1. Preferably one-time delivery.						( )	( )
	2. Delivery lead time : Within 30 Days upon receipt of the Purchase Order						( )	( )
	3. Point of Delivery are as follows :						( )	( )
	<b>RSSO</b> Engr. Ariel E. Florendo Regional Director PSA RSSO 7, 2/F Gaisano Capital South Bldg., Colon St., Cebu City						( )	( )
	<b>BOHOL</b> Ms. Jessamyn Anne C. Alcazaren Chief Statistical Specialist PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion						( )	( )
	<b>CEBU</b> Mr. Melchor Bautista Chief Statistical Specialist PSA Cebu Provincial Office, 2/F Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu City						( )	( )
	<b>NEGROS ORIENTAL</b> Engr. Ariel T. Fortuito Chief Statistical Specialist PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental						( )	( )
	<b>SIQUIJOR</b> Engr. Joselito C. Maghanoy (Supervising Statistical Specialist) Officer-in-Charge PSA Siquijor Provincial Statistical Office, 3/F Siquijor Business and Convention Center, Poblacion, Siquijor, Siquijor						( )	( )
	<b>Documentary Requirements:</b>							
1	1. Mayor's Permit	Please attach documents upon submission of the RFQ					( )	( )
2	2. Philgeps Registration						( )	( )
	<b>Total amount in words:</b>							

**Other Requirements:**

**Terms of Payment:**

**Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days**

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

.....  
Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if **VAT or NON-VAT**) \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_





**10 L**

**0,19 kg**  
0 lbs 6,7 oz



## Customized Dri-Fit Polo Shirt:

Cuff and collar (knitting)

zipper



Cuff and collar (knitting)

zipper



## Customized Umbrella:

