



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION II - CAGAYAN VALLEY



REQUEST FOR QUOTATION

Date: 16 May 2025

RFQ No.: 2025-05-0062

Company/Business Name:

Address:

Business/Mayor's Permit No.:

TIN:

PhilGEPS Registration Number (required):

The Philippine Statistics Authority – Provincial Statistical Services Office (PSA-Quirino, through its Regional Bids and Awards Committee (RBAC), intends to procure Office supplies consumable for July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey Visit 1 (Materials for 3rd Level Training, Printing of Manuals and Questionnaires) through Section 53.9 (Negotiated Procurement – Small Value Procurement) of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the respective End-User and to the given address below, on or before 11:30 AM of 30 May 2025, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

KAREN T. FERNANDEZ

End-User

Philippine Statistics Authority Provincial Office
Aguas Bldg., San Marcos, Cabarroguis, Quirino
Telephone No. (078) 304-8366/0556
Email: quirino@psa.gov.ph

Interested service provider shall also submit a copy of 2025 Mayors' or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarification, you may contact the RBAC Secretariat at (078) 304-8366/0556 and/or End-User (078) 374 5707 or send email to psarsso2.rbac@gmail.com and/or quirino@psa.gov.ph.

ENGR. ROSE Q. PACAY

Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at quirino@psa.gov.ph

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for a period of fifteen (15) calendar days from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Item/s delivered shall be inspected on the scheduled date and time of the PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant 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, contractor, or consultant.

11. 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 RSSO II - RBAC may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Office supplies consumable for July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey Visit 1 (Materials for 3rd Level Training, Printing of Manuals and Questionnaires)				
Minimum Technical Specifications	Unit	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.				
Bond Paper, A4, 70 gsm	ream	200		
Bond Paper, Legal, 70 gsm	ream	55		
Notebook	pc	55		
Ballpen, Black	pc	55		
Pencil	pc	55		
Epson Refill 774 Black	bottle	20		
Specification:				
Delivery Requirements Delivery on the dates specified. End-User shall determine and coordinate with the supplier for the date of deliveries				
NOTE: In the event of any adjustment to the actual number of participants, the following conditions shall apply and must be strictly observed: 1. The Procuring Entity shall notify and coordinate with you, the Supplier, in writing at least two (2) calendar days prior to the scheduled date of the activity. 2. Any increase or decrease in the number of participants shall not exceed twenty percent (20%) of the total contract value, as stipulated in the duly issued and acknowledged Purchase Order (PO). 3. All adjustments must be formally communicated through an official letter addressed to you, the Supplier. Said letter must be duly signed by the Focal Person, concurred by the Supply Officer, and noted by the Chief Administrative Officer or the Chief Statistical Specialist. Your authorized representative must acknowledge receipt of the letter prior to the implementation of any changes.				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through LandBank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

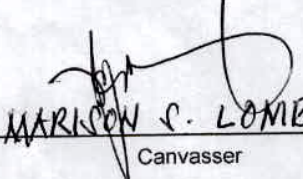
Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Office supplies consumable for July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey Visit 1 (Materials for 3rd Level Training, Printing of Manuals and Questionnaires)				
Approved Budget for the Contract: Eighty Three Thousand Fifteen Pesos (PhP83,015.00)				
Items	Unit	Quantity (A)	Offered Price per unit(B)	Total Offered price per item (A x B)
Bond Paper, A4, 70 gsm	ream	200		
Bond Paper, Legal, 70 gsm	ream	55		
Notebook	pc	55		
Ballpen, Black	pc	55		
Pencil	pc	55		
Epson Refill 774 Black	bottle	20		
Total Offered Quotation			In words:	
			In figures:	


MARKSON S. LOMBOY
 Canvasser

 Signature over Printed Name

 Position/Designation

 Office Telephone/Fax/Mobile Nos.

 Email address/es