



**REQUEST FOR QUOTATION**  
**RFQ # 0700-2025-02-012**  
**11 FEBRUARY 2025**

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 2025 CIVIL REGISTRATION MONTH CELEBRATION.

Name of Project	2025 CIVIL REGISTRATION MONTH CELEBRATION
Solicitation (If posted at the PhilGEPS)	0700-2025-02-013
Purchase Request No.	PR # 0700-2025-01-010
Location	PSA-RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Trophies/ Plaques
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php6,900.00
Contract Duration	3 -5 days After the receipt of P.O.
Date of Delivery	

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 **18 February 2025 @ 5:00 PM** Kindly label your sealed quotation with the following:

**RFQ NO.(Indicate the RFQ#)**  
**TO: The RSSO 7 BAC**  
**From: (Indicate the Name of Company)**  
*Note: Online submission of accomplished bid form/s will not be accepted.*

For any clarification, you may contact us at telephone no. **(032) 412-6794** or email address at **psa07.rbac@gmail.com**.

**Contact persons: Ms. Erah Mhay Quiñones / Ms. Marie Cris L. Lerio / Ms. Mary Clare C. Coronado / Ms. Manilyn L. Lunday**  
**R07 BAC Secretariat**

  
**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. **Bidders may quote for any or all the items. If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a specific lot.**
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**  
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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 provider in accordance with GPPB Circular 06-2005.

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)/ Bid Quotation:**

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*

**14. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:**

- *Income/Business Tax Return (for ABCs above 500K)*
- *Omnibus Sworn Statement (for ABCs above 50K)*

15. 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.

16. 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.

17. 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>2025 CIVIL REGISTRATION MONTH CELEBRATION</b>							
1	<b>Trophies/Plaques Awarding of winners (LCRO QUIZ BEE)</b>  <b>Delivery Date:26 February 2025</b>	LOT	1	6,900.00			( )	( )
1.1	Customized Triple Glass Plaque with Engraved Size: Height: <b>10 inches / 1/4 thick</b> Color Hex Code: #1D9847 Note: Design will be provided by the PSA	pc	1	2,300.00			( )	( )
1.2	Customized Triple Glass Plaque with Engraved Size: Height: <b>9 inches / 1/4 thick</b> Color Hex Code: #1D9847 Note: Design will be provided by the PSA	pc	1	2,300.00			( )	( )
1.3	Customized Triple Glass Plaque with Engraved Size: Height: <b>8 inches / 1/4 thick</b> Color Hex Code: #1D9847 Note: Design will be provided by the PSA	pc	1	2,300.00			( )	( )
	<b>DOCUMENTARY REQUIREMENTS:</b>							
	1.Philgeps Registration	<b>Please attach documents upon submission of the RFQ(Request for Quotation)</b>					( )	( )
	2. Mayor's Business or Business Permit						( )	( )
	<b>Other Requirements:</b>							
	<b>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement</b>						( )	( )
	<b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>						( )	( )
	<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) working days after Submission of Billing/Statement of Account 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: \_\_\_\_\_

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

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

Signature over printed name of authorized representative \_\_\_\_\_

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

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

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

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

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

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