



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSSO XIII (Caraga)



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Procurement of Supplies and Materials for the conduct of 2024 OWS and 2023/2024 ISLE Field Operations and Manual Processing (Lot 1: Customized Rubber Mouse Pad) and PSA-LGU Data Sharing for Business Registers Project (PLDS-BRP) (Lot 2: Customized Leather Notebook)**

Name of Project	2024 OWS and 2023/2024 ISLE Field Operations and Manual Processing PSA-LGU Data Sharing for Business Registers Project (PLDS-BRP)
Solicitation	RSSO RFQ No. 2024-09-114
Reference Number	RSSO PR No. 2024-09-165 (Lot 1) and 167 (Lot 2)
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php 58,500.00 Lot 2: Php 51,100.00
Date of Delivery	Lot 1: 15 days upon receipt of PO Lot 2: 15 days upon receipt of PO

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than **09:00AM on September 20, 2024** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

 Digitally signed
by Magno
Reynelo
Silvosa

REYNELO S. MAGNO
RBAC Vice-Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above), and/or current Income Tax Return (for 500k and above)**.
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
2024 OWS and 2023/2024 ISLE Field Operations and Manual Processing						
Lot 1 Customized Rubber Mouse Pad Size: 8.58" x 7.12" Material: Non-slip rubber base with greyish/dark blue/black polyester fabric on top Print: Full-color; one side (refer to attached design)	pcs	450	P_____	P_____	_____	_____
PSA-LGU Data Sharing for Business Registers Project (PLDS-BRP)						
Lot 2: Customized Leather Notebook Leather Notebook, 80 leaves, engraved print on cover including regular ballpoint pen and 330ml magic mug with sublimated logo, inside kraft box with ribbon and tag (refer to attached design)	pcs	73	P_____	P_____	_____	_____
TOTAL AMOUNT IN FIGURES:				P_____		
TOTAL AMOUNT IN WORDS:						

Other Requirements:

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: _____

Address: _____

Fax No. _____ Tel No. _____

Date: _____

EmailAddress: _____

Cellphone No. _____

OWS-ISLE ADVOCACY TOKEN FOR SAMPLE ESTABLISHMENTS:

Size: 8.58" x 7.12"

Material: Non-slip rubber base with greyish/dark blue/black polyester fabric on top

Print: Full-color; one side

Design: with PSA Logo





Engraved PLDS Logo



PLDS Logo

Engraved print: Philippine Statistics Authority



Sublimated print of PLDS Logo

Color of mug by liquid temperature:
Cold or room temperature: Black
Hot: White with PLDS logo at the front



PLDS Logo

Lot 2: Customized Leather Notebook

Leather Notebook, 80 leaves, engraved print on cover including regular ballpoint pen and 330ml magic mug with sublimated logo, inside kraft box with ribbon and tag (refer to attached design)