



## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Regional Statistical Services Office (RSSO) MIMAROPA Statistical Operations and Coordination Division (SOCD)** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement **Small Value Procurement** – pursuant to the provisions of R.A. 9184, to wit;

<b>Name of Project</b>	<b>IEC Materials for the conduct of 2024 Annual Survey of Philippine Business and Industry (ASPBI) and Survey on Information and Communications Technology (SICT)</b>
<b>Solicitation</b>	<b>2025-04-0178</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>IEC Materials</b>
<b>Quantity</b>	5 items
<b>Approved Budget for the Contract (ABC)</b>	P 460,950.00
<b>Date of Delivery</b>	April 21, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 8:00 AM on Monday, April 14, 2025** at the Civil Registration and Administrative Support Division (CRASD), 2<sup>nd</sup> Floor, Emerald Building (PRIMA), J.P Rizal St. Camilmil, Calapan City.

Received by:

Name and Signature: \_\_\_\_\_

Company: \_\_\_\_\_

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

  
**VENERANDA F. MENDOZA**  
PSA-RO-BAC Chairperson

### Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
  - i. Copy of PhilGEPS Registration
  - ii. Mayor's Permit/Business Permit
  - iii. *Income/Business Tax Return (for ABCs above P500K)*
  - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.





**BID FORM**

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>IEC Materials for the conduct of 2024 Annual Survey of Philippine Business and Industry (ASPBI) and Survey on Information and Communications Technology (SICT)</b>						
<b>Customized Polo Shirt</b> -full sublimated polo shirt -with printed PSA logo -Print Design: Print must be visually clear and readable - see attached design	pc	44			( )	( )
<b>Umbrella</b> -14 cm Mini foldable umbrella -flat six-fold -lightweight and portable -Color: white -with printed PSA and ASPBI logo -Print Design: Print must be visually clear and readable - see attached design	pc	13			( )	( )
<b>Tote Bag</b> -Thick plain canvas tote bag -with zipper and crossbody strap -Color: black -with printed PSA and ASPBI logo -with name of survey -Print Design: Print must be visually clear and readable - see attached design	pc	13			( )	( )
<b>Customized Wooden Mirror</b> -Rectangular Rotatable Mirror with Stand -Size: Small 18x13cm -with box (for packaging) included -with printed PSA and ASPBI logo - see attached design	pc	727			( )	( )





<b>Rechargeable Fan</b>	pc	719			( )	( )
-Heavy Duty; Handheld; 3 adjustable speed						
-Battery Capacity and Life: 2000mAh; 2-7hours						
-Size: 62*47*152mm						
-Color: white						
-with printed PSA and SICT logo						
-Kraft paper bag (for packaging) included						
- see attached design						
Expected Date of Delivery: on or before April 21, 2025						
Place of Delivery: PSA RSSO MIMAROPA, Emerald Bldg., J.P. Rizal St., Camilmil, Calapan City, Oriental Mindoro						
<b>**nothing follows**</b>						
<b>TOTAL</b>						

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

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

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

LBP Account No. of Establishment: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Copy of PhilGEPS Registration No.: \_\_\_\_\_

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by: \_\_\_\_\_

\_\_\_\_\_  
Canvasser



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