



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 **Tokens for Participants for the Conduct of Provincial Dissemination of the Provincial Product Accounts for the Province of Dinagat Islands for 2022-2023 and Customized Glass Plaque with Gift Bag for Awarding of Local Civil Registry Offices in Dinagat Islands**

Name of Project	Provincial Product Account and Civil Registration
Solicitation	PDI RFQ No. 2024-11-005
Reference Number	PDI PR No. 2024-11-062 (Lot 1) & 2024-11-063 (Lot 3)
Location	PSA-Province of Dinagat Islands
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: Php35,000.00, Lot 2: Php16,150.00
Date of Delivery	Within ten (10) days upon receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **9:00 AM on November 20, 2024** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH I. BONACHITA
 RBAC 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

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 1: Tokens for Participants for the Conduct of Provincial Dissemination of the Provincial Product Accounts for the Province of Dinagat Islands for 2022-2023				₱ _____		
Token for Participants						
Customized Magic Mug (design to be provided by PSA)	pc	100	₱ _____	₱ _____		
Customized Acrylic Coasters, 3.75 in diameter, 3mm thick (design to be provided by PSA)	pc	100	₱ _____	₱ _____		
Lot 2: Customized Glass Plaque with Gift Bag for Awarding of Local Civil Registry Offices in Dinagat Islands				₱ _____		
Customized Glass Plaque with Gift Bag	pc	17	₱ _____	₱ _____		
Design will be provided by PSO Dinagat Islands						
Category 1 - 6 pcs. (Submission of CRDs)						
Category 2 - 4 pcs. (Compliance to CRS Requirements)						
Category 3 - 7 pcs. (Implementation of PhilCris)						
TOTAL AMOUNT IN FIGURES:						
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: _____

Email Address: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____