



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 **Office Materials and Equipment for Seminar, Press Con, Caravan, and Other PSA Events (Lot 1 and 2)**

Name of Project	Office Materials and Equipment for Seminar, Press Con, Caravan, and Other PSA Events
Solicitation	RSSO RFQ No. 2024-11-168
Reference Number	RSSO PR No. 2024-11-224 (Lot 1 & 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 120,000.00 Lot 2: Php 70,000.00
Date of Delivery	on December 20, 2024

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 December 9, 2024** at 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 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
Procurement of Office Materials and Equipment for Seminar, Press Con, Caravan, and Other PSA Events Lot 1: Rostrum Made of steel and glass 20" x 20" size of top and bottom plate 45-degree slant for the top plate Glass top with stopper two steel posts at 1.5" round, 4 feet in height Curved center plate at 12" width, 4 feet in height Lot 2: Flag Holder Made of steel, retractable pole Pole at 8 feet, 1.5" round 10" bottom plate as base Round ball crown With rubber soles of the post Date of delivery: on December 20, 2024	pcs	6	P _____	P _____	_____	_____
	pcs	14	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: _____

Email Address: _____

Fax No. _____

Tel No. _____

Cellphone No. _____

Date: _____



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Rostrum



Made of steel and glass

20" x 20" size of top and bottom plate

45-degree slant for the top plate

Glass top with stopper

two steel posts at 1.5" round, 4 feet in height

Curved center plate at 12" width, 4 feet in height



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Flag Holder



Made of steel, retractable pole

Pole at 8 feet, 1.5" round

10" bottom plate as base

Round ball crown

With rubber soles of the post
