



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 **Customized Rubber Mouse Pad as Advocacy token for RPS & QSPBI Sample Establishments.**

Name of Project	Procurement of Customized Rubber Mouse Pad as Advocacy token for RPS & QSPBI Sample Establishments
Solicitation	RSSO RFQ No. 2025-02-011
Reference No.	RSSO PR No. 2025-01-024
Location	Butuan City
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Php117,000.00
Date of Delivery	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 09:00 AM, 11 February 2025 at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.


PRESA P. VILLARINA
RBAC 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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 City/Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and current Income Tax Return.
7. 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.
8. 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.
9. 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
In Lot Advocacy token for RPS & QSPBI Sample Establishments Customized rubber mouse pad Size: 8.58" x 7.12" Materials: Non-slip rubber base with greyish/dark blue/black polyester fabric on top Design: PSA logo at the upper right corner <i>refer to the attached design</i>	piece	900	₱ _____	₱ _____	_____	_____
TOTAL AMOUNT IN FIGURES:						
TOTAL AMOUNT IN WORDS: One Hundred Seventeen Thousand Pesos Only						

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: _____

ADVOCACY TOKEN FOR SAMPLE ESTABLISHMENTS:

Customized rubber mouse pad

Size: 8.58" x 7.12"

Mousepad thickness: at least 3 mm

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

Print: Full-color; one side

Design: with PSA Logo (center)

