



Republic of the Philippines

Philippine Statistics Authority

Region X – Northern Mindanao



REQUEST FOR QUOTATION

RFQ No. 049

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. (**required**): _____

The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Tokens for the 2024 ASPBI and SICT Sample Establishments** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

| | |
|---|--|
| Name of Project | Procurement of Tokens for the 2024 ASPBI and SICT Sample Establishments |
| Location | Cagayan de Oro City |
| Date of Delivery | 16 June 2025 |
| Quantity | See attached bid form |
| Terms of Payment | 30 working days upon receipt of Statement of Account and must accept send bill policy |
| Approved Budget for the Contract (ABC) | Seven Hundred Twenty-Three Thousand Seven Hundred Fifty Pesos Only (PhP 723,750.00) |

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **22 April 2025, 3PM**, subject to the Terms and Conditions provided. If you haven't provided the PSA a copy of your **Mayor's/Business Permit and PhilGEPS Registration Certificate**, please submit these documents along with your accomplished quotation.

Submit the **sealed** quotation form to the PSA Canvasser or may submit it personally to the ROBAC Secretariat or thru email at **psa10rbac@gmail.com**.

For any clarification, you may contact **Ms. Aldemar A. Lagarbe** at **0927-625-8435**.


JOSE B. TUASON, JR., CPA
ROBAC Chairperson



3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy. 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
Email: rsss10@psa.gov.ph

Website: <http://rsss10.psa.gov.ph>

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form. Failure to use this form will result to disqualification of your bid.
2. Price quotation must be valid for a period of 45 calendar days from the date of submission.
3. Price quotation, in peso denomination, shall include all taxes, duties and/or other charges.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Late submission of quotation shall not be accepted.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. Award of contract shall be made to the supplier with the lowest quotation which complies with the minimum technical specifications and has complied with the general conditions stated herein.
8. In case of two or more bidders are determined to have the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, the PSA shall adopt and employ 'draw lots' as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. Payment shall be prepared through check/Advice to Debit Account (ADA) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
10. The PSA reserves the right to reject any or all quotations, to declare failure of bidding, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

Name and Signature of Authorized Representative:

BID FORM

Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify the entire quotation.
5. Failure to use this form will disqualify your quotation.
6. Please do not leave any blank items. Indicate "0" if item is being offered for free.

After having carefully read and accepted the Terms and Conditions. I/We submit our quotation for the item/s as follows:

| No. | Technical Specification/s | Unit | Qty | Offered Price (inclusive of taxes and other fees) | | Compliance to Technical Specifications | | Remarks |
|-------------------------------------|---|------|-------|--|---------|--|----|---------|
| | | | | Unit Price | Amount | (Please Check) | | |
| | | | | | | Yes | No | |
| A | B | C | D | E | F = DxE | G | H | |
| I. ELIGIBILITY REQUIREMENTS | | | | | | | | |
| 1. | Copy of Business Permit with Appropriate Line of Business (If already provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G) | | | | | | | |
| 2. | Snip of PhilGEPS Registration Number (If already provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G) | | | | | | | |
| II. TECHNICAL SPECIFICATIONS | | | | | | | | |
| 1. | Card Holder Wallet | pcs | 1,186 | | | | | |
| | Material: Vegan Leather | | | | | | | |
| | Dimensions: Bi-fold card holder approx. 4.25in (H) x 3.25in(L) x 0.5in(W) | | | | | | | |
| | 2 in 1 design; can also be used without card sleeves | | | | | | | |
| | With atleast 4 leather card slots | | | | | | | |
| | Fit up to 20 Cards | | | | | | | |
| | Removable plastic sleeves | | | | | | | |
| | Thumb Cut Card Sleeves | | | | | | | |
| | Color: Gray, Black, any dark colors | | | | | | | |
| | Minimalist Style; Compact Design | | | | | | | |
| | With Tab Clouser | | | | | | | |
| | With engrave/deboss logos of PSA, ASPBI, and SICT | | | | | | | |
| | Must present sample products before mass production | | | | | | | |
| | <i>Please see attached design</i> | | | | | | | |

| No. | Technical Specification/s | Unit | Qty | Offered Price (inclusive of taxes and other fees) | | Compliance to Technical Specifications | | Remarks |
|-----|--|------|-------|--|--------|--|----|---------|
| | | | | Unit Price | Amount | (Please Check) | | |
| | | | | | | Yes | No | |
| 2. | Laptop Sleeve | pcs | 1,709 | | | | | |
| | Material: High quality polyester | | | | | | | |
| | External Dimensions: 36 x 25.5 x 2cm | | | | | | | |
| | Internal Dimensions: 37 x 26.5 x 2.3cm | | | | | | | |
| | Appropriate for 14'-15' Screen Size Laptops | | | | | | | |
| | Color: Gray or Black or Any dark colors | | | | | | | |
| | With side pockets | | | | | | | |
| | Zippered | | | | | | | |
| | With protective foam padding | | | | | | | |
| | With direct print of PSA, ASPBI, and SICT logos | | | | | | | |
| | Must present sample products before mass production | | | | | | | |
| | See attached reference | | | | | | | |
| | Delivery and Terms of Payment | | | | | | | |
| | The delivery site shall be PSA RSSO X, 3 rd Floor, Limketkai Module-2 BPO & Cyberpark Building, Cagayan de Oro City | | | | | | | |
| | Delivery Date: 16 June 2025 | | | | | | | |
| | TOTAL OFFERED PRICE (in words and in figures) | | | | | | | |

Printed Name of authorized representative / Signature: _____

Position: _____

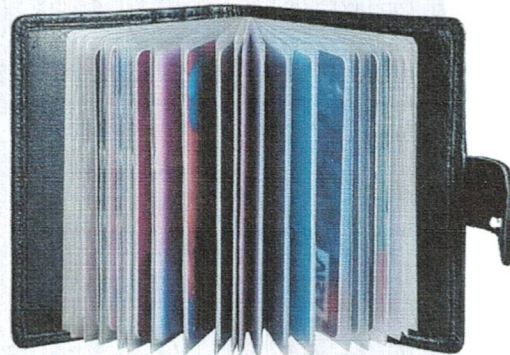
Name of Company: _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No: _____

Date: _____

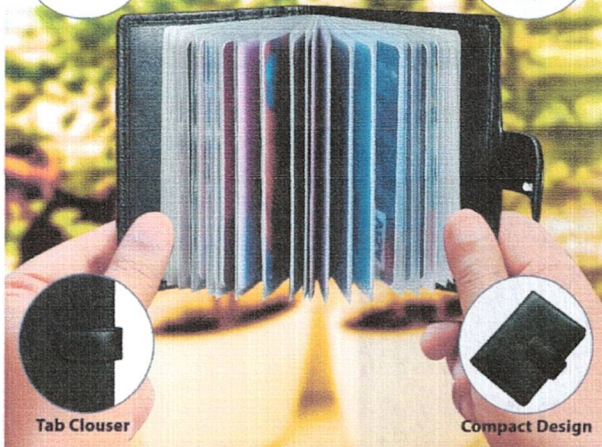
Card Holder Wallet



2 in 1 Design
Can also Be Used Without Card Sleeves



Multi-Card Pockets
20 Sleeves For Cards



Tab Clouser



Compact Design



Laptop Sleeve



PRODUCT DIMENSIONS

External Dimensions: 14.17 x 10.04 x 0.79 inch(36 x 25.5 x 2 cm)
Interior Dimensions: 14.57 x 10.43 x 0.91 inch(37 x 26.5 x 2.3 cm)

