



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 REGION X – NORTHERN MINDANAO



**REQUEST FOR QUOTATION**  
**RFQ No. 081**

June 20, 2024

Name of Establishment: \_\_\_\_\_

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

Business Permit No.: \_\_\_\_\_ TIN: \_\_\_\_\_

PhilGEPS Registration No. (**required**): \_\_\_\_\_

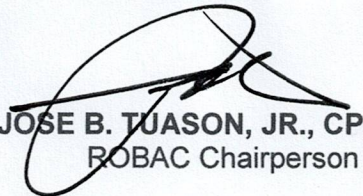
The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), will undertake an Alternative Mode of Procurement through Negotiated Procurement-Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

<b>Name of Project</b>	Stylus Pen for the Tablets used in Computer-Assisted Personal Interviews (CAPI)
<b>Location</b>	Cagayan de Oro City
<b>Date of Delivery</b>	13 July 2024
<b>Quantity</b>	See attached bid form
<b>Terms of Payment</b>	20 working days upon receipt of Statement of Account and must accept send bill policy
<b>Approved Budget for the Contract (ABC)</b>	Two hundred ninety-four thousand eighty pesos only (PhP294,080.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **24 June 2024, 12 NN** subject to the Terms and Conditions provided in this RFQ. If you haven't provided the PSA a copy of your **Mayor's/Business Permit** and **Philgeps Registration Number**, please submit these documents along with your accomplished quotation. The **Omnibus Sworn Statement** must be submitted within three days upon notification of the ROBAC of the lowest calculated quotation. Failure to submit the Omnibus Sworn Statement within the given period shall be a ground for post-disqualification.

Open quotations maybe submitted manually to the PSA Canvasser or personally to the ROBAC Secretariat or through email at [psa10rbac@gmail.com](mailto:psa10rbac@gmail.com).

For any clarification, you may contact Ms. Brenda Lynn Castro at 09175435245.

  
**JOSE B. TUASON, JR., CPA**  
 ROBAC Chairperson

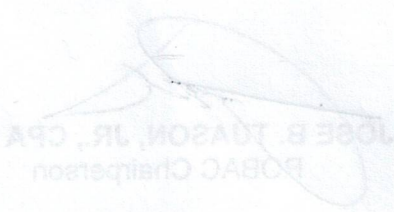




**General Terms and Conditions**

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. Partial bid is not allowed.
3. Price quotation, in peso denomination, must be valid for a period of 30 calendar days from the date of submission. It 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 calculated 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 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. The goods must be delivered according to the requirements specified in this RFQ.
10. 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.
11. 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:

  
JOSE B. TUASON, JR., CPA  
ROBAC Chairperson



**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.

**BID FORM**

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	
<b>I. Technical Specifications</b>								
1	<b>Stylus Pen for Android Tablets</b>	PhP294,080 ABC						
	Black							
	2 in 1 Stylus Pen							
	Disc Pen Head							
	Rubber Pen Tip							
	Should be Segregated by Province: Bukidnon- 1,222 Camiguin- 69 Lanao del Norte- 780 Misamis Occidental- 416 Misamis Oriental – 1,189	piece	3,676					
<b>II. Specific Terms and Conditions</b>								
	Delivery shall be made on 13 July 2024.							
	Delay of delivery shall be subjected to penalty, that is, one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.							
	Damaged goods shall be replaced within 3 days upon written notification by PSA X.							
	Send-bill arrangement.							
	<b>TOTAL OFFERED PRICE (in words and in figures</b>							

Printed Name of authorized representative / Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

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

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



1. Complete this BPO 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 use any blank items. Indicate "0" if item is being offered for free.

**BID FORM**

After having carefully read and understood the Terms and Conditions, I/We submit our quotation for the items as follows:

No.	Technical Specification	Unit	Qty	Offered Price (inclusive of taxes and other fees)		Compliance to Technical Specifications	Remark
				Unit Price	Amount		
				F = D x E			
				F = D x E			
1	Stylus Pen for Android Tablets	piece	30				
	Black						
	2 in 1 Stylus Pen						
	Disc Pen Head						
	Rubber Pen Tip						
	Should be Segregated by Province: Bulidnon-1,222 Camguin-99 Lanao del Norte-780 Misamis Occidental-416 Misamis Oriental-1,180						
11.	Specific Terms and Conditions						
	Delivery shall be made on 13 July 2024						
	Delay of delivery shall be subjected to penalty, that is, one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.						
	Damaged goods shall be replaced within 3 days upon written notification by PSA X.						
	Send bill management.						
	<b>TOTAL OFFERED PRICE (in words and in figures)</b>						



Printed Name of authorized representative / Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

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

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

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