



REQUEST FOR QUOTATION
RFQ No. 067

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. _____

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** for the items stated below, in accordance **with Section 52.1 (Shopping)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

Name of Project	Procurement of Office Supplies for the 2024 FLEMMS Data Dissemination Activities
Location	Cagayan de Oro City
Date of Delivery	04 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)	One Hundred Thirty-Seven Thousand Two Hundred Sixty Pesos Only (PhP137,260.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by authorized representatives not later than **26 May 2025, 12NN**, 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 Number**, please submit these documents along with your accomplished quotation.

Open quotations maybe submitted manually to the PSA Canvasser or personally to the ROBAC Secretariat or through email at **psa10rbac@gmail.com**.

For any clarification, you may contact **Ms. Margie Mae L. Pino** at **0917-821-9152**.


JOSE B. TUASON, JR., CPA
ROBAC Chairperson



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	
1	Book Paper, Short, 80 GSM	ream	100					
2	Book Paper, A4, 80 GSM	ream	200					
3	Envelope, Short Size	pc	250					
4	Envelope, A4 Size	pc	250					
5	Envelope, Long Size	pc	500					
6	Folder, Short Size	pc	250					
7	Folder, A4 Size	pc	250					
8	Folder, Long Size	pc	1000					
9	Folder, Long Size, Expanding	pc	1000					
10	Manila Paper, 36x48", yellow	pc	250					
11	Note Pad, stick on, 3" x 3"	pad	60					
12	Note Pad, stick on, 3" x 5"	pad	60					
13	Packaging Tape, 2"	roll	60					
14	Transparent Tape, 1"	roll	100					
15	Permanent Marker, Black	pc	60					
16	Sign Pen, Black 1.0mm	pc	60					
17	Ruler, Plastic, 12"	pc	12					
18	Sign Pen, Black 0.5mm	pc	60					
19	Stamp Pad, felt	pc	6					
	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: _____