



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan**, through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement – **SMALL VALUE PROCUREMENT** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	Procurement for the Printing of Manuals and Questionnaires of July 2025 Labor Force Survey and 2024 Family Income and Expenditure Survey visit 1 (Palawan and Puerto Princesa City)
Solicitation	2025-05-0275
Place of Delivery	PSA Palawan Puerto Princesa City
Brief Description	Printing of Manuals and Questionnaires
Quantity	4 items
Approved Budget for the Contract (ABC)	P 168,960.00
Date of Delivery	20 June 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00PM on Monday, June 02, 2025** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:

Name and Signature: _____

Company: _____

Date: _____

VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.





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BID FORM

Item/s and specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement for the Printing of Manuals and Questionnaires of July 2025 Labor Force Survey and 2024 Family Income and Expenditure Survey visit 1 (Palawan and Puerto Princesa City)						
Place of Delivery: PSO-Palawan, Puerto Princesa City						
Mode of Payment: Send Bill						
Manual, 400 pages, black and white *112 sets -soft binding, size A4	sets	44,800.00			()	()
Questionnaire, 1 set *348 sets, Size A4	sets	2,880.00			()	()
Questionnaire, 1 set *348 sets, Size A4	sets	32,320.00			()	()
Binding of Manual, 1 set *112 sets	sets	112.00			()	()
nothing follows						
TOTAL						

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: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:

DIOSDADO A. MANZANO
Canvasser

