



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure Printing of 2024 MISSI and 2024 PPS Questionnaires which shall be undertaken in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 129,062.55** One Hundred Twenty Nine Thousand Sixty Two Pesos 55/100

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** Nov. 22, 2023 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto:bacsecretariat.psa@gmail.com)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**

Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it

| Documents to be submitted  | Deadline  | Remarks                     |
|--|---|-----------------------------|
| Copy of the 2023 Mayor's/Business Permit and valid PhilGEPS Registration | not later than <u>11/22/23</u><br>at <u>11:00AM</u> | together with the quotation |
| Notarized Omnibus Sworn Statement (OSS)                                  |   |                             |



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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

**RECEIVED**  
**GSD Procurement**

Name: RME

Date: 11/16

Time: 9:00 AM

REQUEST FOR QUOTATION

PR No. 23-11-1242

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

| Item(s) and Specification(s), minimum  | Unit | Quantity | Unit Price | Total Amount (VAT Inclusive) | Compliance with Technical Specifications (pls. check) |    |
|--|------|----------|------------|------------------------------|---|----|
|  |      |          |            |                              | Yes   | No |
| <b>Printing of 2024 MISSI and 2024 PPS Questionnaires</b>  |      |          |            |                              |   |    |
| 2024 Monthly Integrated Survey of Selected Industries (MISSI)<br><br>Specifications:<br>-Number of pages including cover: 6 pages<br>-Size of paper: 25.5" x 13" (Spread 8.5" x 13" folded)<br>-Cover color : with colors and logo<br>-Paper: Tagboard, 14pts, Beige, US<br>-Binding: 2 folds 3 panels<br>-File: in pdf file | pcs  | 3,435    |            |                              |   |    |
| 2024 Producer Price Survey (PPS)<br><br>Specifications:<br>-Number of pages including cover: 4 pages<br>-Size of paper: 17" x 13" (Spread 8.5" x 13" folded)<br>-Cover color : with colors and logo<br>-Paper: Tagboard, 14pts, Beige, US<br>-Binding: 1 fold 2 panels<br>-File: in pdf file                                 | pcs  | 3,435    |            |                              |   |    |
| See attached for the design<br>Supplier to provide sample for approval<br>Target delivery date: 22 December 2023   |      |          |            |                              |   |    |
| Total amount in words:   |      |          |            |                              |   |    |

Printed name of the authorized representative: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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