



## REQUEST FOR QUOTATION



**PROCUREMENT TITLE:**  
Printing and Binding of 2025  
FIES Manual and Questionnaire

**Mode of Procurement:**  
Small Value Procurement  
**Region/Province:** RSSO 8 /  
Eastern Samar

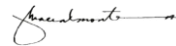
Date: June 5, 2025

Quotation No.:2025-0826-RFQ- 21


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\_\_\_\_\_  
\_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your **quotation duly signed by your representative not later than June 9, 2025 at 9:00 AM**. Late submission of quotation shall not be accepted.

The Approved Budget for the Contract (ABC) is **EIGHTY-SIX THOUSAND TWENTY-FIVE PESOS ONLY (P 86,025.00)**.

  
**MAE R. ALMONTE**  
BAC Chairperson

### TERMS AND CONDITIONS:

- 1 All entries must be printed/written Legibly. No indicator of compliance to technical specifications will be considered FAILED during evaluation.
- 2 Delivery period: One (1) mock-up/sample copy must be delivered within 3 days after receipt of PO and soft copy of the 2025 FIES Manual and Questionnaire. Final and complete copies must be delivered within 5 days upon approval of the mock-up/sample copy provided by the supplier.
- 3 Evaluation of bids will be conducted on a "per lot" basis. Additionally, for Lease of Real Property and Venue as Method of Procurement, passing rate of 85% and the bidders shall be evaluated using the criteria on Annex H of the 2016 Revised IRR of RA 9184.
- 4 Price validity shall be for a period of sixty (60) calendar days upon date of submission of quotation.
- 5 This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/ on-site to the (insert address) or through email (insert email address)/courier on the date and time specified above:
  - a. 2025 Mayor's/Business Permit, but if not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however submission of 2025 Mayor's/Business Permit after award of contract but before payment;
  - b. Latest Income and Business Tax Returns filed and paid through BIR Electronic Filing Payment System (eFPS) and,
  - c. The supplier's PhilGEPS Registration Certificate/document reflecting the corresponding PhilGEPS Registration Number
- 6 Award of Contract shall be made to the Lowest Calculated and responsive quotation / Most Responsive Quotation / Single Calculated and Responsive Quotation and complies with the specifications and other terms and conditions as stated in the RFQ.
- 7 Terms of Payment shall be made through check payable to the supplier. Advance payment and security deposit are waived.
- 8 The BAC, upon consultation with the end-user, may cancel or terminate the conduct of the procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
- 9 Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
- 10 Warranty shall be 1 month from date of acceptance by the procuring entity.
- 11 For clarification, please contact  (055) 560-2763.



2nd Floor, Gaisano Capital Real  
Lot 387 Real St., Brgy. 52, Tacloban City 6500 Leyte  
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Website: [www.rss08.psa.gov.ph](http://www.rss08.psa.gov.ph)

**REQUEST FOR QUOTATION**  
**PR No. 2025-0826-PR-21**

I have read and understood the Procurement Terms and Conditions. By signing this quote, I hereby agree and bind myself to the Terms and Conditions indicated in this RFQ.

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Printing and Binding of 2025 FIES Manual and Questionnaire</b>	<b>lot</b>	<b>1</b>				
<b>2025 FIES Interviewers Manual - 58 pcs</b>						
Specifications: Paper Size: A4 Dimensions - 210 x 297 mm (8.3 x 11.7 inches) No. of pages: 400 pages Paper Type: Bookpaper 70gsm Cover: Foldcote cal. 12 Color covers: 3 colors w/ U.V. lamination Color Inside: 1 color Others: Camera Ready Process: Offset Binding: Perfect						
<b>2025 FIES Questionnaire - 135 pcs</b>						
Specifications: Paper Size: A4 Size - 210 x 297 mm (8.3 x 11.7 inches) No. of Pages: 101 pages Paper Type: Bookpaper 70gsm Spread: A4 Spread Dimensions 420 x 297 mm (16.5 x 11.7 inches) Color Inside: 1 color Others: Camera Ready Cover: Self-covered Kind of Binding: Folded saddle stitch with pre-punch 2 hole at left side						
<b>Note:</b> - See attached sample copy/material for reference  - Evaluation of quotation is "per lot" basis						

**PLEASE FILL-OUT THIS PORTION LEGIBLY AND COMPLETELY:**

Total amount in word: \_\_\_\_\_ Total amount in figures: \_\_\_\_\_

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

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

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

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

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



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