



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION¹

The **Philippine Statistics Authority (PSA)**, through its Bids and Awards Committee, intends to procure **Printing and Shipment of Forms and Manual for 2022 CAF Pilot Census** which will 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 **Nine Hundred Eighty Nine Thousand Seven Hundred Sixty Pesos Only (Php989,760.00)**.

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 6 September 2021 at 11:00 A.M.** through email at **bac-secretariat@psa.gov.ph**.

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

Minerva Eloisa P. Esquivias
MINERVA ELOISA P. ESQUIVIAS

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein. To be awarded by lot.
- 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.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing statement, by the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account 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.**
- Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery 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.

Document	Deadline	Remarks
Copy of 2021 Mayor's or Business Permit or Valid PhilGEPS Registration (Platinum Membership)	Not later than <u>6</u> September 2021 at 11:00 A.M. (together with quotation)	In case not yet available, you may submit your expired Business or Mayor's permit with Official Receipt of renewal application, however, a copy of your 2021 Business and Mayor's Permit shall be required to be submitted after award of contract but before payment.
Income/Business Tax Return		In case not yet available, to be submitted prior to the issuance of the NOA
Notarized Omnibus Sworn Statement (GPPB-prescribed form)	Prior to Award	If unable to have the document notarized, you may submit an unnotarized Omnibus Sworn Statement , subject to compliance therewith after award of contract but before payment.

¹ As of 02 October 2020



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

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	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Printing and Shipment of Forms and Manuals for 2022 CAF Pilot Census						
Enumerator's Manual 8.5" x 11", UV foldcote 12 cover 4 colors, BP 70 gsm paper 1 color, paging front and back perfect binding, camera ready Estimated No. of pages: 450 to 550	Pcs	420	₱ _____	₱ _____	()	()
Supervisor's Manual 8.5 x 11", UV foldcote 12 cover 4 colors, BG 70 gsm paper 1 color, paging front and back perfect binding, camera ready Estimated No. of pages: 350 to 450	Pcs	280	₱ _____	₱ _____	()	()
Field Operations Manual 8.5 x 11", UV foldcote 12 cover 4 colors, BG 70 gsm paper 1 color, paging front and back perfect binding, camera ready Estimated No. of pages: 250 to 300	Pcs	150	₱ _____	₱ _____	()	()
CAF Form 1-Listing Sheet-for training 8.5" x 13" (booklet), BP 100gsm, 1 color No. of pages: 4 (front and back)	Pcs	2,350	₱ _____	₱ _____	()	()
CAF Form 2- Household Questionnaire 8.5" x 13" (booklet), BP 100gsm, 1 color No. of pages: 8 (front and back) folded center, saddle stitch staple with 2 holes	Pcs	1,900	₱ _____	₱ _____	()	()
CAF Form 3- Core Questionnaire on Agriculture 8.5" x 13" (booklet), BP 100gsm, 1 color No. of pages: 8 (front and back) folded center, saddle stitch staple with 2 holes	Pcs	1,830	₱ _____	₱ _____	()	()
CAF Form 4- Core Questionnaire on Agriculture 8.5" x 13" (booklet), BP 100gsm, 1 color	Pcs	450	₱ _____	₱ _____	()	()

<p>No. of pages: 4 (front and back) folded center, saddle stitch staple with 2 holes</p>						
<p>CAF Form 5- Core Questionnaire on Fishing</p>	Pcs	750	₱ _____	₱ _____	()	()
<p>8.5" x 13" (booklet), BP 100gsm, 1 color</p>						
<p>No. of pages: 4 (front and back) folded center, saddle stitch staple with 2 holes</p>						
<p>CAF Form 6- Barangay Questionnaire</p>	Pcs	340	₱ _____	₱ _____	()	()
<p>8.5" x 13" (booklet), BP 100gsm, 1 color</p>						
<p>No. of pages: 8 (front and back)</p>						
<p>CAF Form 11- Notice of Listing/ Enumeration (Sticker)</p>	Pcs	36,550	₱ _____	₱ _____	()	()
<p>3-1/2" x 4-1/2", one side</p>						
<p>Opaque Polyester or similar water and heat resistive non-shifting materials, 90 GSM High Quality, general purpose, industrial grade, clear adhesive</p>						
<p>4 colors, Loose 300 pcs/pack</p>						
<p>EN/TS/Data Processor ID</p>	Pcs	440	₱ _____	₱ _____	()	()
<p>91mm x 128mm (B7)</p>						
<p>Bristol Vellum 100 lbs., paging front and back</p>						
<p>1 color, Loose 300 pcs./pack</p>						
<p>Flashcards (Booklet)</p>	Pcs	205	₱ _____	₱ _____	()	()
<p>8.5" x 13", UV foldcote 12 cover 4 colors, BP 70gsm paper 1 color, paging front and back perfect binding, camera ready</p>						
<p>Estimated No. of pages: 170</p>						
<p>-Packaging in boxes with label</p>						
<p>-Shipment to Provincial Office and Central Office</p>						
<p>Delivery Date to Central Office: 25 September 2021</p>						
<p>Shipment Date to PSOs: 25 September 2021</p>						
<p>Delivery Date to PSOs: 25 September 2021</p>						

