



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 and Shipment of the 2021 Annual Survey of Philippine Business and Industry (ASPBI) 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 949,870.00** Nine Hundred Forty Nine Thousand Eight Hundred Seventy Pesos

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** 11 **March 2022** at **11:00 AM** through email at bac-secretariat@psa.gov.ph and 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

Minerva Eloisa P. 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 2022 Mayor's/Business Permit or valid PhilGEPS Registration	Not later than <u>11</u> March 2022 at 11:00 AM together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted after award of contract but before payment.
Omnibus Sworn Statement (OSS)	together with the quotation	Unnotarized OSS may be submitted. However, a copy of your notarized OSS shall be required to be submitted after award of contract but before payment.
2020 Income Tax Return (ITR)	together with the quotation	In case not yet available, you may submit your 2019 ITR. However, a copy of your 2020 ITR shall be required to be submitted after award of contract but before payment.



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Telephone: (632) 8938-5267
www.psa.gov.ph

REQUEST FOR QUOTATION
PR No. 22-02-0219

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
Printing and Shipment of the 2021 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires						
Questionnaires and other Forms	cps	43,000				
7 Form Types, a total of 43,000 copies (distribution by form type will be provided to the Printer)						
Each Form Type has 16 pages: 4 sheets, back to back						
Size: 8.5" x 11" (folded); 17" x 11" (spread)						
Paper: BP 80 gsm, Paging: Front and back						
No. of Color: Cover- Full colors; and Inside pages-1 color						
With pre-punched two holes on the left side, folded center						
Binding: Saddle stitch						
Process: Offset printing						
State of materials: Camera-ready						
ASPBI Form 1 - 933 cps (Agriculture, Forestry and Fishing)						
Spot Color: Green						
ASPBI Form 2 - 5508 cps (Mining and Quarrying; Manufacturing)						
Spot Color: Yellow						
ASPBI Form 3 - 1403 cps (Electricity, Gas, Steam and Airconditioning Supply; and Water Supply; Sewerage, Waste Management and Remediation Activities)						
Spot Color: Turquoise						
ASPBI Form 4 - 1111 cps (Construction)						
Spot Color: Orange						
ASPBI Form 5 - 9520 cps (Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles)						
Spot Color: Red						
ASPBI Form 6 - 1726 cps (Financial and Insurance Activities)						
Spot Color: Silver gray						
ASPBI Form 7 - 22799 cps (Business and Services)						
Spot Color: Blue						

Loose sheet for the ASPBI Cover Letter - 39000 cps						
Size: 8.5" x 11"						
No. of Color: Full colors						
Shipment Specifications: FREIGHT SERVICES to PSA Regional and Provincial Offices Nationwide thru FASTEST MEANS						
Must be received by PSA Offices not later than 28 March 2022						
Please see attachment for the list of addresses with the corresponding number of allocated questionnaires						
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: _____