



### REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Printing of 2024 Commodity Flow Survey (CFS) Questionnaires for Pilot Survey** 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 **66,000.00** *Sixty Six Thousand Pesos Only*

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**

**APR 05 2024**

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 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.
- 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 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <b>APR 05 2024</b> at <u><b>11:00AM</b></u>	Together with the quotation.
Notarized Omnibus Sworn Statement (OSS)		



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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://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	Quantity	Unit Price	Total Amount (VAT)	Compliance with Technical	
					Yes	No
<b>Printing of 2024 Commodity Flow Survey (CFS) Questionnaires for Pilot Survey</b>						
Questionnaires - 2024 CFS						
Specifications: 2 Form Type has max 8 pages: 4 sheets Size: 8.3" x 11.7" (folded); 16.5" x 11.7" (spread) Paper: BP 80 gsm, Paging: Front and back No. of Color: Cover-Full colors; and Inside pages-1 color Binding: Saddle stitch Process: Offset printing State of materials: Camera-ready						
CFS Form 1 (Agriculture, Forestry and Fising; Mining and Quarrying; Manufacturing)	copies	300				
Spot Color: Blue						
CFS Form 2 (Wholesale Trade)	copies	300				
Spot Color: Red						
Other Forms						
Commodity Flow Information Sheet 1 page; Size 16.5" x 11.7" (spread) Paper: BP 80 gsd No. of color: Black only Back to back						
CFS Form 1A - (Agriculture, Forestry and Fishing; Mining and Quarrying; Manufacturing)	copies	400				
CFS Form 2A (Wholesale Trade)	copies	400				
CFS Guide Size: 8.3" x 11.7" (booklet) Paper: BP 80 gsm, Paging: Front and back No. of Color: Cover- Full colors; and Inside pages- 1 color 12 pages						
CFS Form 1B - (Agriculture, Forestry and Fishing; Miing and Quarrying; Manufacturing)	copies	300				
CFS Form 2B (Wholesale Trade)	copies	300				
Please see attachment for the list of addresses with the corresponding number of allocated questionnaires						
Please see attached design Expected Date: April 12, 2024						
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: \_\_\_\_\_