



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 **Publication of the PSA 2025 Anniversary Book** 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 **432,000.00** *Four Hundred Thirty-Two 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**

AUG 08 2025 at **11:00AM** 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

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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than AUG 08 2025 at 11:00AM	Together with the quotation



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

REQUEST FOR QUOTATION
PR No. 25-07-0694

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
Layout and Design Services for the 2025 PSA Anniversary Book with box	lot	1				
- 100 pages plus box - Size: Folded: 8.27" x 10.67" Spread: 16.54" x 10.67" - Orientation: Portrait - Up to 3 revisions upon submission of draft to PSA - Layout artist designated must have wide array of experience in layout and design services for public and private institutions* - Have relevant projects and have engaged with national government agencies/Leading private firms with magazines and/or other related projects in Philippines in the past 5 years* - Ecopy version must be provided to PSA - Services must be finished within 15 Calendar Days after receipt of Purchase Order (PO)						
Printing Services for the 2025 PSA Anniversary Book with Magnetic Closure Box	lot	1				
- 300 copies - Size: Folded: 8.27" x 10.67" Spread: 16.54" x 10.67" - Cover: C2S 200-250 Inside: C2S 100-120 - Perfect binding - Magazine Cover: Matte lamination with spot UV - Box must be full colored in front (matte lamination, spot UV) and all sides, Size must be exact fit for the magazine - Prototype for magazine and box must be provided prior mass production - Must be delivered within 14 calendar days after approval of prototype - See photo for additional details of Box (sample only)						
Professional Photography Services for the 2025 PSA Anniversary Book	lot	1				
- Mobile Studio and Outdoor Photoshoot for selected PSA Officials and staff (max of 12 pax), at least 3 layouts - With hair and make up - Enhancement of one professional portrait each official/staff, and one group photo of Executive Committee - Provide high-resolution softcopy photos **ABCs are inclusive of tax * Must be evident through a portfolio						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
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: _____