



**REPUBLIC OF THE PHILIPPINES**  
**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Printing Services**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>2018 Input-Output of Philippine Business and Industry (IOSPBI) Field Operation and Processing Manual</b>
<b>Solicitation</b>	<b>ESSS03-19-03-00001</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of Goods</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 480,600.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on March 7, 2019 personally at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

**DAISY S. ADLAWAN**

Officer-In-Charge  
General Services Division

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest 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.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

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Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Printing and Shipment of the 2018 Input-Output of Philippine Business and Industry (IOSPBI) Field Operation and Processing Manual</b>  <b>Specification:</b> -Number of pages including cover: 240 -Size of paper: 8.5"x11" -Cover color: Full colors with logo -Cover paper: Foldcote,caliper 12 w/ U.V. Lamination -Inside pages: Bookpaper 50, substance 20 -Binding: Symthe sewn -State of Materials: camera-ready -Inside pages: 1 color, back to back With book spine at the outside edge of the manual  <b>Shipment specifications:</b> <b>Freight Services to PSA Regional and Provincial Offices Nationwide thru fastest means</b>  <b>Estimated weight per piece: 0.5kg (500 grams)</b> <b>Estimated total weight: 800 kgs.</b>  <b>Delivery Date: 30 days upon the approval of final white print</b>  <b>Please see attachment for the list of addresses with the corresponding number of allocated manuals</b>	<p><b>Cps</b></p> <p><b>1500</b></p> <p>₱ _____</p>	<p><b>800</b></p> <p>₱ _____</p>		<p>Total amount in words:_____</p> <p>_____</p> <p>_____</p>		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature\_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

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

Fax No. \_\_\_\_\_. Tel No.: \_\_\_\_\_ Cellphone No.\_\_\_\_\_

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