



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:

Name of Project	Printing and Shipment of the 2018 Input-Output of Philippine Business and Industry (IOSPBI) Questionnaires
Solicitation	PR-ESSS03-19-03-00002
Location	Metro Manila
Brief Description	Printing and Shipment of the 2018 Input-Output of Philippine Business and Industry (IOSPBI) Questionnaires
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 399, 200.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on March 8, 2019 personally at the **General Services Division, 11th 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.

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
Printing and Shipment of the 2018 Input-Output of Philippine Business and Industry (IOSPBI) Questionnaires Questionnaires and other Forms Specifications: <i>12 Form Types, a total of 30,000 copies (distribution by form type will be provided to the Printer)</i> <i>Size: 8.5" x 11" (folded); 17" x 11" (spread)</i> <i>Paper: BP 80 gsm, Paging: Front and back</i> <i>No. of Color: Cover- Full colors; and Inside pages-1 color</i> <i>With pre-punched two holes on the left side, folded center</i> <i>Binding: Saddle stitch</i> <i>Process: Offset printing</i> <i>State of materials; Camera-ready</i> <i>IOSPBI Form 1 = GREEN</i> <i>IOSPBI Form 2 = MUSTARD</i> <i>IOSPBI Form 3A, 3B, 3C, 3D, 3E & 3F = YELLOW</i> <i>IOSPBI Form 4 = TURQUOISE</i> <i>IOSPBI Form 5 = ORANGE</i> <i>IOSPBI Form 6 = RED</i> <i>IOSPBI Form 7 = BLUE</i> Loose sheet for the IOSPBI Cover Letter (8.5" x 11") Shipment Specifications: <i>FREIGHT SERVICES to PSA Regional and Provincial Offices Nationwide thru <u>FASTEST MEANS</u></i> <i>Estimated weight per piece = 0.03 kg (30 grams)</i> <i>Estimated total weight = 600 kgs</i> Please see attachment for the list of addresses with the corresponding number of allocated questionnaires.	cps	20,000	₱ _____			
	kg	20,000	₱ _____			
		600	₱ _____			
				Total amount in words: _____ _____ _____ _____		

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: _____