



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>14<sup>th</sup> National Convention on Statistics (NCS)</b>
<b>Solicitation</b>	<b>PR-SS01-19-04-00012</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Printing of Souvenir Programmes and Abstract of Papers for the 14<sup>th</sup> National Convention on Statistics (NCS)</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 300,000.00</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 May 29 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.

*Minerva Eloisa P. Esquivias*

**MINERVA ELOISA P. ESQUIVIAS**  
BAC Chairperson

**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.

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 Services for the 14<sup>th</sup> National Convention on Statistics (NCS) on 01-03 October 2019</b>  <b>Printing of Souvenir Programme (Booklet)</b> Size: A4, 2 folds, 120 GSM Inside: C2S 70 lbs. black print only Cover: C2S 120 lbs. colored print No. of pages: 50 Others: Stapled  <b>Printing of Abstract of Papers (Booklet)</b> Size: A4, 2 folds, 120 GSM Inside: C2S 70 lbs. black print only Cover: C2S 120 lbs. colored print No. of pages: 100 Others: stapled  Delivery date: 20 September 2019  Note: Supplier to provide sample upon submission of RFQ	Pcs	1,000	P _____	P _____		
	Pcs	1,000	P _____	P _____		
				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: \_\_\_\_\_