



Republic of the Philippines

## PHILIPPINE STATISTICS AUTHORITY

### REQUEST FOR QUOTATION

RFQ # 2020-10-262

11 October 2020

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Printing Services of Philippine Identification System (PhilSys) Pre-registration Forms**

<b>Name of Project</b>	Pre-registration forms for PhilSys Operation
<b>Solicitation</b> <i>(If posted at the PhilGEPS)</i>	0700-2020-10-066
<b>Purchase Request No.</b>	0700-2020-10-061
<b>Location</b>	Please refer to Bid Form for the delivery sites
<b>Brief Description</b>	Printing Services of Philippine Identification System (PhilSys) Pre-registration forms
<b>Quantity</b>	Refer to Page 3 for the detailed quantity
<b>Approved Budget for the Contract (ABC)</b>	Php785,620.00
<b>Contract Duration</b>	2-3 days from receipt of the Purchase Order
<b>Date of Delivery</b>	2-3 days from receipt of the Purchase Order

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **15 October 2020, 12:00NN** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Cayylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco  
R07 BAC Secretariat  
Contact Nos.: (032)412-6794/254-0470 (telefax)  
Email address: psa07.rbac@gmail.com*

  
**EDWINA M. CARRIAGA**  
R07 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. Bidders shall provide correct and accurate information required in this form.
4. Bidders may quote for any or all lots and must quote all the items under a specific lot.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.

8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ **“draw lots”** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
  - *Mayor's/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
  - *Income/Business Tax Return (for ABCs above P500K)*
  - *Omnibus Sworn Statement (for ABCs above P50K)*
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery 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 to it.

BID FORM  
IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
3. Ensure to indicate the price for the whole lot and the unit price per unit.
4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
5. Ensure to check the “Compliance with Technical Specifications” Column.
6. Submit your bid in any of the following:
  - a. Sealed in an envelope, or
  - b. Email to [psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com) only
7. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Printing of Pre-Registration Forms with the following technical specifications:	Lot	1	785,620.00			( )	( )
1.1	EN’s Daily Accomplishment Form (Print layout: portrait)  -long bondpaper (70 gsm) -100 sheets per pad -black printing  Note: Softcopy/Layout will be provided by PSA  <i>Bohol –2,689</i> <i>Cebu–4,040</i> <i>Negros Oriental –2,509</i>	sheets	9,238	1.00			( )	( )
1.2	Appointment Slip (Print layout: Portrait)  -Long bondpaper (70 gsm) -Cut Padding (100 sheets/pad) -Black printing  Note: Softcopy/Layout will be provided by PSA  <i>Bohol – 100,200</i> <i>Cebu – 140,622</i> <i>Negros Oriental – 99,000</i>	sheets	339, 822	1.00			( )	( )

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1.3	<b>Appointment Reference Number (Print Layout: Portrait)</b>  <b>-Glossy Sticker Paper</b> <b>-Long Size Paper(8x13), 40/sheet</b> <b>-Die Cut</b> <b>-Black Print</b>  <i>Note: Softcopy/Layout will be provided by PSA</i>  <i>Bohol – 10, 020</i> <i>Cebu – 15,000</i> <i>Negros Oriental – 9,900</i>	sheets	34,920	12.50			( )	( )
	<b>Note: Project Sites/Place of Delivery are as follows:</b>							
	<b>1. Cebu -</b> <i>Mr. Firmo C. Diputado</i> <i>Chief Statistical Specialist</i> <i>PSA Cebu Provincial Office, 2/F</i> <i>Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu City</i>						( )	( )
	<b>2. Bohol -</b> <i>Ms. Jessamyn Anne C. Alcazaren</i> <i>Chief Statistical Specialist</i> <i>PSA Bohol Provincial Office, 3/F</i> <i>Galleria Luisa Bldg., Gallares St., Poblacion II, Tagbilaran City, Bohol</i>						( )	( )
	<b>3. Negros Oriental -</b> <i>Engr. Ariel T. Fortuito</i> <i>Chief Statistical Specialist</i> <i>PSA Negros Oriental Provincial Office, Purple Building,</i> <i>Valencia Road, Bagacay,</i> <i>Dumaguete City, Negros Oriental</i>						( )	( )
	<b>Other Requirements:</b>							
	<b><u>Mode of Payment:</u> SEND BILL Arrangement or 15-30 working days after receipt of the billing statement</b>						( )	( )
	<b><u>Price quotation/s validity:</u> Must be valid for a period of thirty (30) calendar days from the date of submission.</b>						( )	( )
	<b>TOTAL AMOUNT IN WORDS :</b>  							

Other Requirements:

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 \_\_\_\_\_

TIN #: \_\_\_\_\_ *(Please specify if **VAT** or **NON-VAT**)*

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

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

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