




REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION V – BICOL

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

<b>Name of Project</b>	Printing of the 2024 Survey on Information and Communication Technology (SICT) Questionnaires
<b>Solicitation</b>	2025-03-041-SOCD
<b>Location</b>	PSA RSSO V
<b>Brief Description</b>	(See Bid Form, Page 2 )
<b>Quantity</b>	(See Bid Form, Page 2 )
<b>Approved Budget for the Contract (ABC)</b>	Php 88,000.00
<b>Contract Duration</b>	Delivery Date: April 15, 2025

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **8:00AM, March 31, 2025** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City** .

  
**CECILLE A. BRIONES**  
RBAC 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 the following requirements within three days after the opening of bids or during post qualification:
  1. Mayor's/Business Permit Permit
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement
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 supplie
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.
9. Electronic submission of bids must be passwork protected otherwise, it will be rejected/disqualified.

**BID FORM**

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
<b>Printing of the 2024 Survey on Information and Communication Technology (SICT) Questionnaires</b>						
SICT Form 1 - 20 pages	Form	1100	P_____	P_____		
Spot Color: Violet; Hex Code: Violet #682A9C						
<b>Specifications:</b>						
With Spot color for cover page						
Each Form Type has 17 pages: 4 sheets, back to back						
Size: 8.5" x 11" (folded); 17" x 11" (spread)						
Paper: BP 80 gsm, Paging: Front and back						
No. of Color: Cover- Full colors; and Inside pages-1 color						
With pre-punched two holes on the left side, folded center						
Binding: Saddle stitch						
Process: Offset printing						
xxxxx						
<b>Delivery Date: April 15, 2025</b>						
For official use of PSA RSSO V						
			<b>Total</b>	P_____		
				Total amount in words:		
				_____		
				_____		

**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 and Signature of authorized representative: \_\_\_\_\_

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

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

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

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

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

LBP Account Number of Establishment: \_\_\_\_\_

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

Do you have Mayor's/Business Permit ?  Yes  No

Philgeps Registration?  Yes  No

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Printed Name and Signature of Convasser: \_\_\_\_\_