



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement– **SMALL VALUE PROCUREMENT** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	2024 Functional Literacy, Education and Mass Media Survey
Solicitation	2024-09-0628
Place of Delivery	PSO-Palawan, Puerto Princesa City
Brief Description	Printing of Manuals and Questionnaires
Quantity	16 items
Approved Budget for the Contract (ABC)	P 276,300.00
Date of Delivery	September 23-30, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 8:30 AM on Friday, September 20, 2024** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:

Name and Signature: _____

Company: _____

Date: _____


VENERANDA F. MENDOZA
 PSA-RO-BAC Chairperson

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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 (please check)	
					YES	NO
Procurement for the Printing of Manuals and Questionnaires of 2024 Functional Literacy, Education and Mass Media Survey (Palawan and Puerto Princesa City)						
Place of Delivery: PSO-Palawan, Puerto Princesa City						
Mode of Payment: Send Bill						
Manual, 150 pages, black and white *45 sets (Palawan)	sets	6750			()	()
Manual, 150 pages, black and white *40 sets (Puerto Princesa City)	sets	6000			()	()
Questionnaire, 1 set *45 sets (Palawan)	sets	4500			()	()
Questionnaire, 1 set *40 sets (Puerto Princesa City)	sets	4000			()	()
Form 1 (10%), 8 pages, black and white *160 sets (Palawan)	sets	1280			()	()
Form 1 (10%), 8 pages, black and white *160 sets (Puerto Princesa City)	sets	1280			()	()
Form 2A, 2 pages, colored *1,760 sets (Palawan)	sets	3520			()	()
Form 2A, 2 pages, colored *1,760 sets (Puerto Princesa City)	sets	3520			()	()
Form 2B, 2 pages, black and white *1,760 sets (Palawan)	sets	3520			()	()
Form 2B, 2 pages, black and white *1,760 sets (Puerto Princesa City)	sets	3520			()	()
Form 2C, 3 pages, colored *5,280 sets (Palawan)	sets	15840			()	()
Form 2C, 3 pages, colored *5,280 sets (Puerto Princesa City)	sets	15840			()	()
Form 2D, 7 pages, colored *330 sets (Palawan)	sets	2310			()	()
Form 2D, 7 pages, colored *330 sets (Puerto Princesa City)	sets	2310			()	()
Form 3 (10%), 10 pages, black and white *160 sets (Palawan)	sets	1600			()	()
Form 3 (10%), 10 pages, black and white *160 sets (Puerto Princesa City)	sets	1600			()	()
nothing follows						
TOTAL						



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: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: VAT Non-VAT

Canvassed by:

CARLA JANE L. GUIRUELA

Canvasser



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