



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Small Value Procurement as Alternative Modes of Procurement in procuring Procurement of PHOTOCOPYING, PRINTING, and BINDING (Spiral) for the July 2025 Labor Force Survey (LFS) and Family Income and Expenditure Survey (FIES) Field Operations Manual and Questionnaires. with the following details:

Name of Project	Procurement of PHOTOCOPYING, PRINTING, and BINDING (Spiral) for the July 2025 Labor Force Survey (LFS) and Family Income and Expenditure Survey (FIES) Field Operations Manual and Questionnaires.
Solicitation	2025-06-031-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 111,480.00
Contract Duration	06/30/2025

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on June 20, 2025** at **PSA Albay, Ground Flr. PSA Bldg., Regional Government Center, Rawis, Legazpi City.**


CECILLE A. BRIONES
RBAC Chairman

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
 2. PhilGEPS Registration Number
 3. Ominubus Sworn Statement
7. 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.
8. Terms of Payment shall be made through check payable to the supplier.
9. 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 of PHOTOCOPYING, PRINTING, and BINDING (Spiral) for the July 2025 Labor Force Survey (LFS) and Family Income and Expenditure Survey (FIES) Field Operations Manual and Questionnaires.						
2025 FIES Interviewers Manual- 57 sets x 420 pages, Front and back, Black and White A4 size, Spiral Bind with Cover page	set	57	P_____	P_____	()	()
2025 FIES Questionnaires- 183 sets x 110 pages, Front and Back, Black and White A4 size 57 sets for training, 126 sets for enumeration	set	183	P_____	P_____	()	()
July 2025 LFS Questionnaires- 183 sets x 10 pages, Front and Back, Black and White A4 size, 57 sets for training, 126 sets for enumeration	set	183	P_____	P_____	()	()
				Total amount in words: _____ _____ _____ _____ _____ _____		
<p>Please see attached specifications</p> <p>For official use of PSA Albay</p> <p>XXXXX</p>						

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: _____

Fax No. _____ Tel 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 Canvasser: _____