



### REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Regional Statistical Services Office (RSSO) MIMAROPA Statistical Operations and Coordination Division (SOCD)** 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:

<b>Name of Project</b>	<b>Reproduction of Manuals and Questionnaires for the conduct the 2024 ASPBI and SICT Field Operations and Manual Processing</b>
<b>Solicitation</b>	<b>2025-03-0162</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Reproduction of Manuals and Questionnaires</b>
<b>Quantity</b>	10 items
<b>Approved Budget for the Contract (ABC)</b>	P 107,100.00
<b>Date of Delivery</b>	April 04, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00 AM on Monday, March 31, 2025** at the Civil Registration and Administrative Support Division (CRASD), 2<sup>nd</sup> Floor, Emerald Building (PRIMA), J.P Rizal St. Camilmil, Calapan City.

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
<b>Reproduction of Manuals and Questionnaires for the conduct the 2024 ASPBI and SICT Field Operations and Manual Processing</b>						
Printing and Bookbinding of ASPBI and SICT FOMP Manual						
2024 ASPBI FOMP Manual No. of Pages per set: 385 (back to back print)	set	22			( )	( )
2024 SICT FOMP Manual No. of Pages per set: 180 (back to back print) Specifications for the Manuals: Size Folded: A4 Inside: Bookpaper 70 gsm (Black print) Color cover: 4 colors ordinary print Colored Book soft-bound with cover print	set	22			( )	( )
Printing and binding of ASPBI and SICT Questionnaires						
2024 ASPBI Questionnaires Form 1 No. of Pages: 21 (back to back print; booklet-type) Spot Color: Green #006600	set	51			( )	( )
Form 2 No. of Pages: 21 (back to back print; booklet-type) Spot Color: Yellow #EEE800	set	168			( )	( )
Form 3 No. of Pages: 21 (back to back print; booklet-type) Spot Color: Turquoise #40E0D0	set	61			( )	( )
Form 4 No. of Pages: 21 (back to back print; booklet-type) Spot Color: Orange #E25B00	set	28			( )	( )



Form 5 No. of Pages: 20 (back to back print; booklet-type) Spot Color: Red #FF0000	set	223			( )	( )
Form 6 No. of Pages: 20 (back to back print; booklet-type) Spot Color: Silver Gray #595959	set	44			( )	( )
Form 7 No. of Pages: 22 (back to back print; booklet-type) Spot Color: Blue #000099	set	379			( )	( )
2024 SICT Questionnaire No. of Pages: 22 (back to back print; booklet-type) Spot Color: Violet #682A9C	set	792			( )	( )
Specifications for the Forms/Questionnaires:						
Size Folded: Letter						
Kind of Paper: Bookpaper 80 gsm						
No. of Color: Cover-Full colors; and Inside pages-1 color						
Kind of Binding: booklet-type						
Expected Date of Delivery: on or before April 4, 2025						
**nothing follows**						
<b>TOTAL</b>						

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: \_\_\_\_\_

\_\_\_\_\_  
Canvasser



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