



## 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 of Third Level Training and Enumeration of July 2023 Labor Force Survey/Family Income and Expenditure Survey Visit 1</b>
<b>Solicitation</b>	<b>2025-05-0238</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Reproduction of Manuals</b>
<b>Quantity</b>	3 items
<b>Approved Budget for the Contract (ABC)</b>	P 457,580.00
<b>Date of Delivery</b>	June 13, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00 PM on Monday, May 26, 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 of Third Level Training and Enumeration of July 2023 Labor Force Survey/Family Income and Expenditure Survey Visit 1</b>						
Reproduction (Photocopy services)						
Field Operations Manual Size: A4 No. of Pages: 420 Inside: Bookpaper 70gsm Color inside: 1 color Book soft-bound	set	256			( )	( )
July 2025 Labor Force Survey Questionnaire (ISH Form 2) Size Folded: A4 No. of Pages: 10 Kind of paper: Bookpaper 80gsm Color inside: 1 color Kind of binding: Folded Saddle stitch with pre-punch 2 holes at left side Cover: self covered	set	766			( )	( )
2025 FIES V1 Questionnaire Size Folded: A4 No. of Pages: 106 Kind of paper: Bookpaper 70gsm Color inside: 1 color Kind of binding: Folded Saddle stitch with pre-punch 2 holes at left side Cover: self covered	set	766			( )	( )
Date of Delivery: June 13, 2025						
<b>**nothing follows**</b>						
<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

