



REQUEST FOR QUOTATION

RFQ # 2020-11-328
10 November 2020

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Printing Services for the Publication of 2020 Quarterly PSA RSSO VII Newsletter, 2019 PSA RSSO Annual Report and 2020 Women and Men (WAM) Statistical Handbook.**

Name of Project	<i>Publication of 2020 Quarterly PSA RSSO VII Newsletter, 2019 PSA RSSO Annual Report and 2020 Women and Men (WAM) Statistical Handbook</i>
Solicitation (If posted at the PhilGEPS)	0700-2020-11-086
Purchase Request No.	0700-2020-11-077
Location	PSA RSSO 7, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Printing Services
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php125,750.00
Contract Duration	30 November 2020
Date of Delivery	30 November 2020

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **16 November 2020, 5:00 P.M** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Cayylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com*


EDWINA M. CARRIAGA
R07 BAC 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. Bidders shall provide correct and accurate information required in this form.
4. The bidder may quote for any or all lots and must quote all the items under specific lot.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.

7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ **“draw lots”** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - *Mayor's/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
 - *Income/Business Tax Return (for ABCs above P500K)*
 - *Omnibus Sworn Statement (for ABCs above P50K)*
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

- 1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
- 2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
- 3. Ensure to check the “Compliance with Technical Specifications” Column.
- 4. Submit your bid in any of the following:
 - a. Sealed in an envelope or
 - b. Email to psa07.rbac@gmail.com only
- 5. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Printing Services for the Publication of 2020 Quarterly PSA RSSO VII Newsletter, 2019 Annual Report and 2020 Women and Men (WAM) Statistical Handbook.	Lot	1	125,750.00			()	()
1.1	Digital Color Laser Printing and Binding of 2020 Quarterly Newsletter (50 pieces per Quarter or 50 pieces x 4 quarters) Binding: stapled, centerfold Folding size: 9"x12" / Spread size: 12"x18" Paper: c25, 170 gsm The Quarterly Newsletter will be printed are as follows: -4 th Quarter 2019 Issue (8 pages) -1 st Quarter 2020 Issue (8 pages) -2 nd Quarter 2020 Issue (4 pages) -3 rd Quarter 2020 Issue (8 pages) (layout and design will be provided by PSA) Delivery: 30 November 2020	pcs.	200	110.00			()	()
1.2	Digital Color Laser Printing and Binding of 2019 PSA RSSO VII Annual Report 2018 PSA RSSO VII Annual Report Publication Perfect Binding Size: 8.3" x 11.7" (A4) Cover: Matte lamination, c2s Glossy/Matte paper 100 lbs colored	book	30	1,300.00			()	()

	Maximum number of pages: 90 inside pages (colored) Inclusion: One (1) sample output before the reproduction (Layout and design will be provided by PSA) Delivery: 30 November 2020							
1.3	Digital Color Laser Printing and Binding of 2020 Women and Men (WAM) Publication Perfect Binding Size: 6.5" x 8.5" Cover: laminated, colored, matte, C2S 220 lbs Inside Pages: Book Paper 70 lbs Maximum number of pages: 176 inside pages (with colored graphs and figures) Inclusion: One (1) sample output before the reproduction (Layout and design will be provided by PSA) Delivery: 30 November 2020	Book	70	925.00			()	()
	Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement						()	()
	Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()

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 of authorized representative/Signature_____

Position: _____

Name of Company _____

TIN #: _____ (Please specify if **VAT** or **NON-VAT**)

Address: _____Email Address: _____

Fax No. _____. Tel No.: _____ Cellphone No._____

Date: _____