



REQUEST FOR QUOTATION

Date: 29 May 2025
RFQ No.: 2025-05-053

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number : _____

The **Philippine Statistics Authority – Cagayan Provincial Office (PSA-Cagayan)**, through its Regional Bids and Awards Committee (RBAC), intends to procure **Printing of Manual and Questionnaire for July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey 1st Visit - PSO Cagayan** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

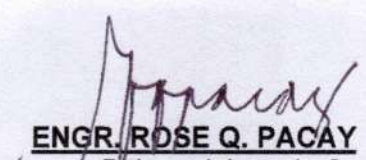
Please submit your duly signed quotation addressed to the Regional Bids and Awards Committee (RBAC) end-user and to the given address below, on or before **11:30 AM of 10 June 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ERIC REYNALD G. URATA

End-user, Bids and Awards Committee
2nd Floor Juliana Square, Rizal Street, Centro 10,
Tuguegarao City, Cagayan 3500
Telephone No. (078) 844-1504
Email: cagayan@psa.gov.ph

Interested service provider shall also submit a copy of 2025 Mayors' or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarification, you may contact the RBAC Secretariat at (078) 844-1504 or send email to e.urata@psa.gov.ph.


ENGR. ROSE Q. PACAY

Chairperson, Bids and Awards Committee



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION II - CAGAYAN VALLEY



INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at cagayan@psa.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **fifteen (15) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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 RSSO II - RBAC may terminate 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 open to it.



TERMS AND CONDITIONS:

12. Bidders shall provide correct and accurate information required in this form.
13. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
14. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
15. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
16. Quotations exceeding the Approved Budget for the Contract shall be rejected.
17. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC 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.
18. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
19. The item/s shall be delivered according to the accepted offer of the bidder.
20. Item/s delivered shall be inspected on the scheduled date and time of the PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
21. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
22. 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 RSSO II - RBAC may terminate 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 open to it.
23. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
24. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

REGION II - CAGAYAN VALLEY

**Printing of Manual and Questionnaire for July 2025 Labor Force Survey
and 2025 Family Income and Expenditure Survey 1st Visit - PSO
Cagayan**

Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
Printing of Manual ➤ 400 pages back to back ➤ Perfect Binding ➤ Black and White Print ➤ Size: A4 210 x 297 mm	59 sets		
Printing of Questionnaire ➤ 110 Pages back to back ➤ Saddle Stitch Bind ➤ Black and White Print ➤ Size: A4 210 x 297 mm	191 sets		

Delivery Requirements

Delivery on date: June 25, 2025

Delivery Location: 2nd Floor Juliana Square, Rizal St., Centro 10, Tuguegarao City, Cagayan



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION II - CAGAYAN VALLEY



FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through LandBank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items.
Indicate "0" if item being offered is for free.

Printing of Manual and Questionnaire for July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey 1st Visit - PSO Cagayan

Approved Budget for the Contract (ABC):

One Hundred Ten Thousand Two Hundred Thirty Pesos

(Php 110,230.00)

Items	Quantity (A)	Offered Price per unit(B)	Total Offered price per item (A x B)
Printing of Manual ➤ 400 pages back to back ➤ Perfect Binding ➤ Black and White Print ➤ Size: A4 210 x 297 mm	59 sets		
Printing of Questionnaire ➤ 110 Pages back to back ➤ Saddle Stitch Bind ➤ Black and White Print ➤ Size: A4 210 x 297 mm	191 sets		

Total Offered Quotation

In words:

In figures:


ENCARNACION L. RICERRA
Canvasser

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es