



REQUEST FOR QUOTATION

RFQ # 0722-2023-08-116

02 September 2023

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 Procurement of Printing Services for Supplies and Materials and Delivery of Operational Supplies and Materials for the 2022 Census of Agriculture and Fisheries (2022 CAF) of PSA Cebu.**

Name of Project	2022 Census of Agriculture and Fisheries
Solicitation (If posted at the PhilGEPS)	0700-2023-08-162
Purchase Request No.	0722-2023-08-074
Location	2/F Martina Sugbu Center, P. Burgos St., Cebu City
Brief Description	please refer to page 3-4 for detailed description
Quantity	please refer to page 3-4 for detailed description
Approved Budget for the Contract (ABC)	Php 57, 503.00
Contract Duration	from receipt of PO until complete delivery
Date of Delivery	5 days after receipt of PO

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 06 September 2023, 12:00 NN** through the address **2/F Martina Sugbu Center, P. Burgos St., Cebu City.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms. Ryke Hermoso/Ms. Farrah Canasa / Mr. Mark Anthony Narsico** at telephone no. **(032) 255-8573.**


JINKEE J. MINGUITO
 R07 BAC Member

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. **Bidders may quote for any or all the items. If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a 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.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 2

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 “drawlots” 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 issuance of Purchase Order/Contract:

- *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. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier’s identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

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. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.

5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. 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	Procurement of Supplies and Materials and Delivery of Operational Supplies and Materials for the 2022 Census of Agriculture and Fisheries (2022 CAF) for Region VII	lot	1	57,503.00			()	()
	<i>Printing Services (Forms) for Cebu</i>							
1.1	CAF Form 12 Appointment Slip to the Household/Barangay Official	piece	6000	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.2	CAF Form 13 Daily Accomplishment Report of Enumerator	piece	4430	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.3	CAF Form 14 Weekly Accomplishment Report of the Team Supervisor	piece	820	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.4	CAF Form 15 Weekly Accomplishment Report of the CAS/ACAS	piece	500	2.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 2						()	()
1.5	CAF Form 16 Spotcheck/Reinterview Record	piece	5000	3.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 3						()	()

1.6	CAF Form 17 Observation Record	piece	5000	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.7	CAF Form 18 Transmittal/Receipt Form	piece	2500	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.8	CAF Form 19 Folio Cover for Main Forms	piece	500	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.9	CAF Form 20 Folio Cover for Administrative Forms	piece	500	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.1	CAF Form 21 Certification of Punong Barangay	piece	1000	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.11	CAF Form 22 Certification of Work Completed	piece	2000	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.12	CAF Form 23 Summary of Report on Field Supervision of CAS/ACAS	piece	100	3.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 3						()	()
1.13	CAF Form 24 Central Office/Field Office Supervision Form	piece	500	2.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 2						()	()
1.14	CAF Form 25 Clearance	piece	1000	1.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 1						()	()
1.15	CAF Form 26 Household Referral Form	piece	200	2.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 2						()	()
1.16	CAF Form 27 Non-Household Referral Form	piece	500	2.00			()	()
	Specifications: Colored Printing, 8.5x13 Inches No. of Page/s: 2						()	()
1.17	CAF Form 28 Mapping Folio Cover	piece	53	1.00			()	()

Other Requirements:

Terms of Payment:

Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account 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: _____

Branch: _____

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: _____