

REQUEST FOR QUOTATION



RFQ #0700-2025-04-042

8-Apr-25

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 and Shipment of the 2024 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires and 2024 Survey on Informations and Communication Technology (SICT)**

Name of Project	Printing and Shipment of the 2024 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires and 2024 Survey on Informations and Communication Technology (SICT)
Solicitation (If posted at the PhilGEPS)	0700-2025-04-030
Purchase Request No.	0700-2025-04-031
Location	2nd Floor PSA Office, Gaisano Capital South Bldg., Colon St., Cebu City
Brief Description	Printing and Shipment
Quantity	see page 3 for more details
Approved Budget for the Contract (ABC)	373,910.00
Contract Duration	
Date of Delivery	24 April 2025

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 **14 APRIL 2025, @5 PM**. Kindly label your sealed quotation with the following:

RFQ No. (indicate the RFQ #)
TO: THE RSSO 7 BAC
FROM: (indicate the Name of Company)

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

For any clarification, you may contact Ms. Erah Mhay Quiñones / Ms. Marie Cris Lerio/ Ms. Manilyn Lunday / Ms. Mary Clare Coronado at telephone nos.032)412-6794/254-0470 (telefax).

EDWINA M. CARRIAGA

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. **If the procurement is done by lot, the bidder may quote for any or all items.**
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 "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 upon submission of the Request for Quotation (RFQ)/ Bid Quotation:
- *Mayor's/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
14. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:
- *Income/Business Tax Return (for ABCs above 500K)*
 - *Omnibus Sworn Statement (for ABCs above 50K)*
15. 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.
16. 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.
17. 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	Printing and Shipment of the 2024 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires and 2024 Survey on Informations and Communication Technology (SICT)	lot	1	373,910.00			()	()
	Questionnaires and other Forms						()	()
	Specifications:							
	7 Form Types, a total of 4,529 copies (distribution by form type will be provided) Each Form Type: 4 sheets, back to back Size: 8.5" x 11" (folded); 17" x 11" (spread) Paper: BP 80 gsm, Paging: Front and back No. of Color: Cover- Full colors; and Inside pages-1 color With pre-punched two holes on the left side, folded center Binding: Saddle stitch Process: Offset printing State of materials: Camera-ready						()	()
1.1	ASPBI Form 1 (Agriculture,Forestry and Fishing) Spot Color: Green (hex code: #006600) Number of pages: 20 pages (back to back) Bohol - 23 Cebu - 84 Negros Oriental - 29 Siquijor - 4	50	140	7,000.00			()	()
1.2	ASPBI Form 2 (Mining and Quarrying; Manufacturing) Spot Color: Yellow (hex code: #EEE800) Number of pages: 20 pages (back to back) Bohol - 58 Cebu - 699 Negros Oriental - 72 Siquijor - 10	50	839	41,950.00			()	()

1.3	ASPBI Form 3 (Electricity, Gas, Steam and Airconditioning Supply; and Water Supply; Sewerage, Waste Management and Remediation Activities) Spot Color: Turquoise (hex code: #40E0D0) Number of pages: 20 pages (back to back) Bohol - 27 Cebu - 106 Negros Oriental - 12 Siquijor - 3	50	148	7,400.00			()	()
1.4	ASPBI Form 4 (Construction) Spot Color: Orange (hex code: #E25B00) Number of pages: 20 pages (back to back) Bohol- 6 Cebu - 103 Negros Oriental - 14 Siquijor - 3	50	126	6,300.00			()	()
1.5	ASPBI Form 5 (Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles) Spot Color: Red (hex code: #FF0000) Number of pages: 19 pages (back to back) Bohol - 93 Cebu - 692 Negros Oriental - 130 Siquijor - 10	48	925	44,400.00			()	()
1.6	ASPBI Form 6 (Financial and Insurance Activities) Spot Color: Silver gray (hex code: #595959) Number of pages: 19 pages (back to back) Bohol - 21 Cebu - 148 Negros Oriental - 27 Siquijor - 2	48	198	9,504.00			()	()
1.7	ASPBI Form 7 (Business and Services) Spot Color: Blue (hex code: #000099) Number of pages: 21 pages (back to back) Bohol- 184 Cebu - 1,701 Negros Oriental - 255 Siquijor - 13	52	2,153	111,956.00			()	()
1.8	2024 SICT Questionnaire Specifications: Number of pages: 20 (back to back) Spot Color: Violet (hex code: #682A9C) Bohol - 217 Cebu - 2,253 Negros Oriental - 407 Siquijor - 31	50	2,908	145,400.0			()	()
	Other Requirements:							
	1. Must be delivered on or before 24 April 2025. (for both 2024 ASPBI and 2024 SICT questionnaires)						()	()
	2. One-time delivery						()	()
	3. Delivery lead time : (kindly indicate delivery lead time)						()	()
	4 Point of Delivery are as follows :						()	()
	BOHOL Ms. Jessamyn Anne C. Alcazaren Chief Statistical Specialist PSA Bohol Provincial Office, 3/F Galleria Luisa Bldg., Gallares St., Poblacion						()	()

CEBU Mr. Melchor Bautista Chief Statistical Specialist PSA Cebu Provincial Office, 2/F Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu City						()	()
NEGROS ORIENTAL Engr. Ariel T. Fortuito Chief Statistical Specialist PSA Negros Oriental Provincial Office, Purple Building, Valencia Road, Bagacay, Dumaguete City, Negros Oriental						()	()
SIQUIJOR Engr. Joselito C. Maghanoy (Supervising Statistical Specialist) Officer-in-Charge PSA Siquijor Provincial Statistical Office, 3/F Siquijor Business and Convention Center, Poblacion, Siquijor,						()	()
Documentary Requirements:							
1. Mayor's Permit or Business Permit						()	()
2. Philgeps Registration						()	()
Other requirements:							
1. Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing						()	()
2. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of						()	()
Grand total:							
Total amount in words:							

Other Requirements:

Terms of Payment:

Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty

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: