

## REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, (shopping, small value, etc.) for <u>Printing Services</u>.

| Name of Project         | Supply and Delivery of Printing Services. |  |  |
|-------------------------|---|--|--|
| Solicitation            | PR No. SSSS-18-10-216                     |  |  |
| Location                | Metro Manila                              |  |  |
| Brief Description       | Procurement of Goods                      |  |  |
| Quantity                | See attached Bid Form                     |  |  |
| Approved Budget for the |   |  |  |
| Contract (ABC)          | ₱ 42,000.00                               |  |  |
| Contract Duration       |   |  |  |

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>October 25, 2018</u> at the <b>General Services Division**, 11<sup>th</sup> FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

| 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. Late submission of quotation shall not be accepted.
- 4. Bids exceeding the ABC shall be disqualified.
- 5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- 7. Terms of Payment shall be made through check payable to the supplier.
- 8. 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.

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## **BID FORM**

| Item/s and specification/s<br>(minimum)  |  | Unit | Qty.  | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) YES NO |   |
|--|--|------|-------|------------|------------------------------|--|---|
| Printing of Integrated Survey of<br>Households Bulletin (ISHB) Labor Force<br>Survey (LFS) Series No: January 2018 |  | pcs  | -120- | ₱          | ₱                            | ( ) ( ) ( ) ( )  | ( )<br>( )<br>( )<br>( )                      |
| Size of Paper<br>Cover   | <ul><li>: A4 (210mm x 297mm)</li><li>: Foldcoat caliper 12</li><li>U.V. coated w/ spined text (inside back cover w/ printing back)</li></ul> |      |       |            |                              | ( )<br>( )<br>( )<br>( )                                       | ( )<br>( )<br>( )<br>( )                      |
| Inside Inside Text Cover color No. of Pages Process Binding Others   | : Bookpaper 70 lbs : 1 color : 4 colors : 114 (excl cover page) : Offset : synthetic sewn : Camera ready                                     |      |       |            | Total amount in words:       | ( )<br>( )<br>( )<br>( )<br>( )<br>( )                         | ( )<br>( )<br>( )<br>( )<br>( )<br>( )<br>( ) |
| Delivery Date: December 7, 2018<br>x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-  |  |      |       |            |                              | ( )  | ( )   |

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 author | ized representative/Sign | ature          |  |
|------------------------|--------------------------|----------------|--|
| Position:              |                          |                |  |
| Name of Company        |                          |                |  |
| Address:               |                          | Email Address: |  |
| Fax No                 | Tel No.:                 | Cellphone No   |  |
| Date:                  |                          |                |  |