



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

**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 **Printing Services**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>NDPS Final Report</b>
<b>Solicitation No.</b>	<b>PR-SSSS03-19-08-00010</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Printing Services for the NDPS Final Report</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 285,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on September 30<sup>th</sup>, 2019 at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD.

*Minerva E. Esquivias* 8/27  
**MINERVA ELOISA P. ESQUIVIAS**  
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 and/or proposal.
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.

**PHILIPPINE STATISTICS AUTHORITY**  
**REQUEST FOR QUOTATION**  
 Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Printing of NDPS Final Report</b>  <b>Specifications:</b> <b>Coating:</b> Coated two sides (C2S) <b>Type of Paper &amp; Substance:</b> Book paper 80 gsm <b>Color and Finish:</b> Full color with matte lamination and spot UV coating (embossed) with spine (based on the sample) <b>Inside Front Cover (IFC):</b> Plain white (PSA Mission/ Vision Printed in the IFC)  <b>Inside pages:</b> <b>Substance:</b> Coated two sides (C2S) – weight of paper, 80 gsm <b>Color:</b> Full color  <b>Inside Back Cover (IBC) –</b> plain white <b>No. of pages/copies:</b> 190 (excluding cover) <b>Paper Size:</b> A4 <b>Binding:</b> Perfect (Hot melt / Symth sewn) <b>Process:</b> Offset printing  <b>Date of delivery:</b> 45 calendar days upon receipt of the final white print   <b>NOTE: Please Attach (Mayor's Permit, Tax Clearance, DTI or SEC, PhilGEPS Registration Number, and Omnibus Sworn Statement)</b>	pcs	300	P_____	P_____	( )	( )
				Total amount in words: _____ _____ _____		

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 \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_