



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Printing of the 2022 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires
Solicitation	2023-03-141-SOCD
Location	PSA RSSO V
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 137,955.00
Contract Duration	Delivery Date: April 14, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **8:00AM, April 5, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City.**


CÉCILLE A. BRIONES
RBAC 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 the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
Printing of the 2022 Annual Survey of Philippine Business and Industry (ASPBI) Questionnaires						
Questionnaires and other Forms						
Specifications:						
7 Form Types, a total of 1,623 copies (distribution by form type will be provided to the Printer)						
Each Form Type has 17 pages: 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						
ASPBI Form 1 (Agriculture, Forestry and Fishing) Spot Color: Green	Form	51	P_____	P_____	()	()
ASPBI Form 2 (Mining and Quarrying; Manufacturing) Spot Color: Yellow	Form	266	P_____	P_____	()	()
ASPBI Form 3 (Electricity, Gas, Steam and Airconditioning Supply; and Water Supply; Sewerage, Waste Management and Remediation Activities) Spot Color: Turquoise	Form	59	P_____	P_____	()	()
ASPBI Form 4 (Construction) Spot Color: Orange	Form	47	P_____	P_____	()	()
ASPBI Form 5 (Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles) Spot Color: Red	Form	383	P_____	P_____	()	()
ASPBI Form 6 (Financial and Insurance Activities) Spot Color: Silver Gray	Form	72	P_____	P_____	()	()
ASPBI Form 7 (Business and Services) Spot Color: Blue	Form	745	P_____	P_____	()	()
Delivery Date: April 14, 2023			Total			
For official use of PSA RSSO V XXXXX					P_____	
					Total amount in words: _____ _____	

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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Tel/Fax No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit? ___ Yes ___ No

Philgeps Registration? ___ Yes ___ No

Printed Name and Signature of Canvasser: _____