



Republic of the Philippines

Philippine Statistics Authority

Region X – Northern Mindanao

REQUEST FOR QUOTATION

RFQ No. 053

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. (**required**): _____

The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Printing and Binding Services** in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

Name of Project	Procurement of Printing Services for 2025 Commodity Flow Survey (CFS) Field Operation Questionnaire and other Printed Materials
Location	Cagayan de Oro City
Date of Delivery	23 June 2025
Quantity	See attached bid form
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Sixty Two Thousand Two Hundred Twenty Five Pesos Only (PhP 62,225.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **28 April 2025, 12PM**, subject to the Terms and Conditions provided. If you haven't provided the PSA a copy of your **Mayor's/Business Permit and PhilGEPS Registration Number**, please submit this document along with your accomplished quotation.

Submit the **signed and sealed** quotation form to the PSA Canvasser or may submit personally to the ROBAC Secretariat at the address stated below or thru email at **psa10rbac@gmail.com**.

For any clarification, you may contact **Ms. Grace Love C. Gambuta** at **0927 625 8435**.


JOSE B. TUASON, JR., CPA
ROBAC Chairperson



3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy. 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
Email: rssso10@psa.gov.ph Website: <http://rssso10.psa.gov.ph>

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form. Failure to use this form will result to disqualification of your bid.
2. Price quotation must be valid for a period of 45 calendar days from the date of submission.
3. Price quotation, in peso denomination, shall include all taxes, duties and/or other charges.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Late submission of quotation shall not be accepted.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. Award of contract shall be made to the supplier with the lowest quotation which complies with the minimum technical specifications and has complied with the general conditions stated herein.
8. In case of two or more bidders are determined to have the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, the PSA shall adopt and employ 'draw lots' as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. Payment shall be prepared through check/Advice to Debit Account (ADA) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
10. The PSA reserves the right to reject any or all quotations, to declare failure of bidding, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

Name and Signature of Authorized Representative:

BID FORM

Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify the entire quotation.
5. Failure to use this form will disqualify your quotation.
6. Please do not leave any blank items. Indicate "0" if item is being offered for free.

After having carefully read and accepted the Terms and Conditions. I/We submit our quotation for the item/s as follows:

No.	Technical Specification/s	Unit	Qty	Offered Price (inclusive of taxes and other fees)		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
A	B	C	D	E	F = DxE	G	H	
I.	Printing and Binding Services							
	CFS Form 1 – Agriculture, Forestry and Fishing; Mining and Quarrying; Manufacturing and Wholesale Trade	booklet	655					
	<i>Specifications:</i>							
	<i>8 pages: 2 sheets</i>							
	<i>Size: 8.3" x 11.7" (folded); 16" x 11" (spread)</i>							
	<i>Paper: BP 80 gsm, Paging: Front and back</i>							
	<i>No. of Color: Cover- Full colors; and Inside pages-1 color</i>							
	<i>Back to back</i>							
	<i>With pre-punched two holes on the left side, folded center</i>							
	<i>Binding: Saddle stitch</i>							
	<i>Process: Offset printing</i>							
	<i>State of materials: Camera-ready</i>							
	<i>Spot color: Blue</i>							
	<i>Bundle by Province</i>							
	<i>Bukidnon</i>	booklet	250					
	<i>Lanao del Norte</i>	booklet	45					
	<i>Misamis Occidental</i>	booklet	57					
	<i>Misamis Oriental</i>	booklet	303					

No.	Technical Specification/s	Unit	Qty	Offered Price (inclusive of taxes and other fees)		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Other printed materials:							
	CFS Additional Sheet	booklet	655					
	Specifications:							
	1 page: 1 sheet							
	Size: 16.5"x11.7" (spread)							
	Paper: BP 80 gsm							
	Color: Black only							
	Back to back							
	Process: Offset printing							
	State of materials: Camera-ready							
	Bundle by Province							
	Bukidnon	booklet	250					
	Lanao del Norte	booklet	45					
	Misamis Occidental	booklet	57					
	Misamis Oriental	booklet	303					
	CFS Guide Instruction (Booklet)	booklet	655					
	Specifications:							
	16 pages: 4 sheets							
	Size: 8.3" x 11.7" (folded) 16.5"x11.7" (spread)							
	Paper: BP 80 gsm							
	Paging: Front and back							
	Color: Cover-Full colors; and Inside pages-1 color							
	Back to back							
	With pre-punched two holes on the left side, folded center							
	Binding: Saddle stitch							
	Process: Offset printing							
	State of materials: Camera-ready							
	Bundle by Province							
	Bukidnon	booklet	250					
	Lanao del Norte	booklet	45					
	Misamis Occidental	booklet	57					
	Misamis Oriental	booklet	303					

No.	Technical Specification/s	Unit	Qty	Offered Price (inclusive of taxes and other fees)		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Other Requirements							
	Delivery Date: 23 June 2025 at PSA Regional Office X, Cagayan de Oro City							
	Send Bill Arrangement							
	TOTAL OFFERED PRICE (in words and in figures)							

Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

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

Date: _____