




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 Catanduanes with the following details:

Name of Project	Procurement of Courier/Frieght Services for CY 2024
Solicitation	2024-01-003-CT
Location	PSA Catanduanes Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 67,100.00
Contract Duration	see details

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 AM** on **January 17, 2024 at PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.**


CECILLE A. BRIONES
RBAC Chairman

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
7. 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.
8. Terms of Payment shall be made through check payable to the supplier.
9. 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 Specifications (please check)	
					YES	NO
Procurement of Courier/Frieght Services for CY 2024						
Letter						
Legazpi City	pouch	10	P_____	P_____	()	()
Quezon City	pouch	10	P_____	P_____	()	()
Other Provinces	pouch	10	P_____	P_____	()	()
1 Pounder						
Legazpi City	pouch	45	P_____	P_____	()	()
Quezon City	pouch	50	P_____	P_____	()	()
Other Provinces	pouch	15	P_____	P_____	()	()
3 Pounder						
Legazpi City	pouch	15	P_____	P_____	()	()
Quezon City	pouch	10	P_____	P_____	()	()
5 Pounder						
Legazpi City	pouch	10	P_____	P_____	()	()
Quezon City	pouch	20	P_____	P_____	()	()
Box 5 Kls						
Legazpi City	box	15	P_____	P_____	()	()
Quezon City	box	10	P_____	P_____	()	()
xxxxxx			Total	P_____		
For official use of PSA-Catanduanes				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: _____

Fax No. _____ Tel 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: _____