



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) **Regional Statistical Services Office (RSSO) MIMAROPA Statistical Operations and Coordination Division (SOCD)** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement **Small Value Procurement** – pursuant to the provisions of R.A. 9184, to wit;

<b>Name of Project</b>	<b>Accommodation for the conduct of Second Level Training on 2024 APIS Data Processing</b>
<b>Solicitation</b>	<b>2024-08-0536</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Accommodation</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 108,000.00
<b>Date of Delivery</b>	September 3-7, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 12:00 PM on Monday, August 26, 2024** at the Civil Registration and Administrative Support Division (CRASD), 2<sup>nd</sup> Floor, Emerald Building (PRIMA), J.P Rizal St. Camilmil, Calapan City.

Received by:

Name and Signature: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Date: \_\_\_\_\_

  
**VENERANDA F. MENDOZA**  
 PSA-RO-BAC Chairperson

**Terms and Conditions:**

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
  - i. Copy of PhilGEPS Registration
  - ii. Mayor's Permit/Business Permit
  - iii. *Income/Business Tax Return (for ABCs above P500K)*
  - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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
<b>Accommodation for the conduct of Second Level Training on 2024 APIS Data Processing</b>						
Date: September 4-6, 2024 Check-in: September 3, 2024, 2:00 PM Check-out: September 7, 2024, 12:00 NN						
<b>18 pax, Accommodation and Meals, September 3-7, 2024 4 days</b>	lot	1			( )	( )
PM snacks shall be served on day of check-in						
Dinner will be served during the entire duration of stay						
With complimentary breakfast						
Nine (9) rooms to accommodate 2 pax per room with individual bed						
Each room is filled-up upon arrival of participants						
Room, toilet and bath should be in clean and good condition						
With complimentary toiletries						
With daily replenishment of complimentary bottled water						
Free use of hotel facilities and amenities						
<b>**nothing follows**</b>						
<b>TOTAL</b>						

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: \_\_\_\_\_

LBP Account No. of Establishment: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Copy of PhilGEPS Registration No.: \_\_\_\_\_

BIR Registration:  VAT  Non-VAT

Canvassed by:

\_\_\_\_\_  
 Canvasser

