



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office MIMAROPA



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office – Marinduque**, 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;

Name of Project	Procurement of Courier Service to Deliver Mail Matters, Letters, Packages, Parcels, Boxes, and Various Types of Cargo to Addresses throughout the Philippines for January 2025 to December 2025
Solicitation	2024-12-0991
Place of Delivery	Boac, Marinduque
Brief Description	Courier Service
Quantity	1 package
Approved Budget for the Contract (ABC)	P 84,000.00
Date of Delivery	January 2025 to December 2025

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION** not later than **9:00 AM on Monday, December 09, 2024** at PSA PSO Marinduque.


VENERANDA F. MENDOZA
PSA-RO-BAC Chairperson

Name and Signature: _____
Company: _____
Date: _____

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. The 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.



2/F Emerald Building, J.P. Rizal St., Calapan City, Oriental Mindoro
Telephone: (043) 288-9744 / (043) 470-0598
Telefax: (043) 441-7371 / (043) 470-0716 / (043) 286-7491
rssomimaropa@psa.gov.ph



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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 Service to Deliver Mail Matters, Letters, Packages, Parcels, Boxes, and Various Types of Cargo to Addresses throughout the Philippines for January 2025 to December 2025						
National Capital Region (NCR)	package	1			()	()
-letter size						
-1 pounder						
-3 pounder						
-5 pounder						
-express box (small - 10kgs)						
-express box (medium - 16kgs)						
-express box (large - 25kgs)						
South Luzon/North Luzon						
-letter size						
-1 pounder						
-3 pounder						
-5 pounder						
-express box (small - 10kgs)						
-express box (medium - 20kgs)						
-express box (large - 25kgs)						
Visayas						
-letter size						
-1 pounder						



-3 pounder					
-5 pounder					
-express box (small - 5kgs)					
-express box (medium - 10kgs)					
-express box (large - 10kgs)					
Mindanao					
-letter size					
-1 pounder					
-3 pounder					
-5 pounder					
-express box (small - 5kgs)					
-express box (medium - 8kgs)					
-express box (large - 10kgs)					
Nothing Follows					
TOTAL					

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. _____

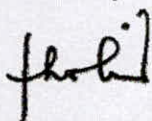
Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:



PURITA H. OLIVAR

Canvasser



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