



**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– **RENEWAL** pursuant to the provisions of R.A. 9184, to wit;

<b>Name of Project</b>	<b>Lease of Office Space/Building for PhilSys Fixed Registration Center</b>
<b>Solicitation</b>	<b>2024-12-1036</b>
<b>Place of Delivery</b>	Boac, Marinduque
<b>Brief Description</b>	<b>Lease of Office Space</b>
<b>Quantity</b>	12 months
<b>Approved Budget for the Contract (ABC)</b>	P 952,990.68
<b>Date of Delivery</b>	January 1, 2025 - December 31, 2025

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 9:00 AM on Thursday, December 19, 2024** at PSA PSO Marinduque.

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>Lease of Office Space/Building for PhilSys Fixed Registration Center</b>						
<b><u>Contract Duration: January 01, 2025 to December 31, 2025</u></b>	month	12			( )	( )
<b>Lease of Office Space/Building</b>						
<b>Specifications:</b>						
-Spacious – minimum of 175 sq.m.						
-Along the National Road						
-Ground Floor Area						
-Accessible to all kinds of transportation						
-Newly constructed						
-Corporate look						
-Parking space for clients and for official vehicle for the PhilSys Registry Office						
-Well-ventilated						
-With PWD ramp						
-Easy access to internet						
-Separate entrance and exit doors						
-Secured environment						
<b>Facilities:</b>						
-2 separate comfort rooms - 1 female, 1 for male						
<b>Others:</b>						
-Separate electric and water meters						
***Nothing Follows***						
<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:



**CRISTEL JOY M. NARVAS**  
Canvasser



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