



### 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>Procurement of Office Equipment - Paper Shredder</b>
<b>Solicitation</b>	<b>2024-11-0824</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Paper Shredder</b>
<b>Quantity</b>	6 pcs
<b>Approved Budget for the Contract (ABC)</b>	P 114,510.00
<b>Date of Delivery</b>	November 25, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00 AM on Wednesday, November 13, 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:

- All entries must be written legibly in the Bid Form.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Requirements:
  - Copy of PhilGEPS Registration
  - Mayor's Permit/Business Permit
  - Income/Business Tax Return (for ABCs above P500K)
  - Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)
- Award of contract shall be made to the lowest/single calculated and responsive bid.
- Terms of Payment shall be made through check/ADA payable to the supplier.
- 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.
- Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
- 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>Procurement of Office Equipment - Paper Shredder</b>						
<b>Paper Shredder- Heavy duty</b> Shred size: 4 x 14mm capacity: 31 liters machine power: 240w continous run time: 30 minutes Deliver Item/s and collect payment at: PSA RSSO MIMAROPA, 1st Flr. Emerald Bldg, J. P. Rizal, St., Calapan City. Or. Mdo Date of Delivery: November 25, 2024	pc	6			( )	( )
<i>Note: Suppliers outside Calapan City will shoulder the shipping/delivery fee.</i>						
<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. \_\_\_\_\_

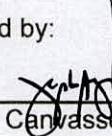
Date: \_\_\_\_\_

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

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

BIR Registration:  VAT  Non-VAT

Canvassed by:

  
 \_\_\_\_\_  
 Canvasser

