



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




REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan**, 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	Courier Service to Deliver Mail Matters, Letters, Packages, Parcels, Boxes and Various Types of Cargoes to Addresses throughout the Philippines (January 2025 to December 2025)
Solicitation	2024-11-0964
Place of Delivery	Within the Philippines
Brief Description	Courier Service
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 77,710.00
Date of Delivery	January 2025 to December 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION** not later than **9:00AM on Thursday, December 05, 2024** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:


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. 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

BID FORM

Item/s and specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Courier Service to Deliver Mail Matters, Letters, Packages, Parcels, Boxes and Various Types of Cargoes to Addresses throughout the Philippines January 2025 to December 2025	lot	1				
Mailing Destination: Within the Philippines						
Mode of Shipping Services: Express						
Note:						
1) The Service provider undertakes to provide courier service as required by the PSA, including but not limited to the pick-up and delivery of letters, packages, parcels or other documents (collectively "mail matters").					()	()
2) The Service provider should collect all the parcels, mails and packages at PSA on Monday to Saturdays except holidays; 8:00AM to 2:00PM					()	()
3) PSA Palawan may also require the service provider to collect parcels regardless of quantity, weight or volume from time to time provided that the total cost of service is within the approved budget of the contract					()	()
Mode of payment: Monthly Billing						
Collect Payment at: Goldraz Properties Bldg., Malvar St., Brgy. San Miguel, Puerto Princesa City, Palawan Telephone: (048) 434 2092 *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: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:

CARLA JANE L. GUIRUELA

Canvasser



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