



## 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 the 2024 ASPBI and 2024 SICT Data Processing</b>
<b>Solicitation</b>	<b>2025-05-0221</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 69,000.00
<b>Date of Delivery</b>	May 25-31, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00 PM on Monday, May 19, 2025** 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 the 2024 ASPBI and 2024 SICT Data Processing</b>						
Date: May 26-30, 2025						
Check-in: May 25, 2025						
Check-out: May 30 & 31, 2025						
<b>Accommodation and Meals</b>	lot	1			( )	( )
1 pax, May 25-31, 2025, 6 days						
8 pax, May 25-30, 2025, 5 days						
One (1) room to accommodate 1 pax per room						
Four (4) rooms to accommodate 2 pax per room						
Room, toilet and bath should be in clean and good condition						
With complimentary toiletries						
With daily replenishment of complimentary 500 ml bottled water						
Free use of hotel facilities and amenities						
With Complimentary Breakfast						
Dinner shall be served during the entire duration of stay						
<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. \_\_\_\_\_

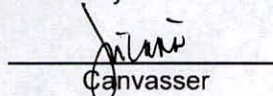
Date: \_\_\_\_\_

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

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

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:

  
Canvasser