



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;

Name of Project	Lease of Office Space/Building for PSA Marinduque Provincial Office
Solicitation	2024-12-1037
Place of Delivery	Boac, Marinduque
Brief Description	Lease of Office Space
Quantity	12 months
Approved Budget for the Contract (ABC)	P 3,010,681.44
Date of Delivery	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 Friday, December 20, 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
Lease of Office Space/Building for PSA Marinduque Provincial Office						
<u>Contract Duration: January 01, 2025 to December 31, 2025</u>					()	()
Lease of Office Space/Building						
Specifications:						
- Accessible to the public preferably within the Poblacion proper and along major thoroughfares of Boac, Marinduque						
- Ready for occupancy and fit to be rented						
- Concrete building structure						
- Contiguous floor area at least 376 sq.m.						
- With standby power generator						
- With provision of air conditioning units adequate enough to provide conducive working environment to occupants (with free maintenance)						
- With contiguous water supply						
- Available sub-meter for water and electricity						
- Adequate and safe parking area for PSA service vehicles						
- Adequate lighting fixtures						
- Safe from environmental hazards such as fire, floods, etc.						
- Electrical system can accommodate power load of approximately 150 KVA						
- With roll-up/accordion-type door for security purposes; and						
- Have separate comfort rooms for male/female in all floors (if multi-storey)						
- With provision of facilities for telecommunications and cable television subscription						
Nothing Follows						
TOTAL						



After having carefully read and accepted your Terms and Conditions. /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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