



### REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

<b>Name of Project</b>	Freight Services for Calendar Year 2025 for Official use of PSA RSSO V
<b>Solicitation</b>	2024-11-204-CRASD
<b>Location</b>	PSA RSSO V
<b>Brief Description</b>	(See Bid Form, <i>Page 2</i> )
<b>Quantity</b>	(See Bid Form, <i>Page 2</i> )
<b>Approved Budget for the Contract (ABC)</b>	Php 271,350.00
<b>Contract Duration</b>	January to December 2025

Please quote your **Lowest Price** on **the item/s listed below** and submit your **SEALED QUOTATION** not later than **12:00 PM, November 22, 2024** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.

  
**CECILLE A. BRIONES**  
RBAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
  1. Mayor's/Business Permit Permit
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplie
8. 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>Freight Services for Calendar Year 2025 for Official use of PSA RSSO V</b>						
Letter Envelope	pcs	110	P _____	P _____	( )	( )
1 Pounder	pcs	600	P _____	P _____	( )	( )
3 Pounder	pcs	250	P _____	P _____	( )	( )
5 Pounder	pcs	140	P _____	P _____	( )	( )
Box (Minimum of 3 kilos)	pcs	115	P _____	P _____	( )	( )
<i>***Nothing Follows***</i>						
xxxxx			<b>Total</b>	P _____	Total amount in words: _____ _____ _____	
For official use of PSA RSSO V						

**Other requirements:**

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name and Signature of authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tel/Fax No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

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

Do you have Mayor's/Business Permit ?  Yes  No

Philgeps Registration?  Yes  No

Printed Name and Signature of Canvasser: \_\_\_\_\_