



**REPUBLIC OF THE PHILIPPINES**  
**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Venue, Meals, and Accommodation**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>NCS Re-echo of Capacity Building Training</b>
<b>Solicitation</b>	<b>P. R. No. CTCO-18-10-008</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>Venue, Meals, and Accommodation</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 84,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 5:00 pm on November 27, 2018 personally on a sealed quotation at the General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

**DAISY S. ADLAWAN**  
OIC Chief, GSD

**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 additional requirements within three days after the opening of bids or during post qualification.
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 supplier.
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.

**PHILIPPINE STATISTICS AUTHORITY**

**REQUEST FOR QUOTATION**

Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimun	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Venue, Meals, and Accommodation</b>  <b>NCS Re-echo of Capacity Building Training On 21 December 2018</b>  <b>Venue:</b> *Venue for training shall have the following specifications: -Spacious function room that can accommodate 70 to 75 persons, including resource persons -Sound proof and bright lights -No pillars/columns that block participants' view -With Wi-Fi access (atleast 50mbps internet connection) -No additional fee for use of electricity to charge laptop and printer -With large white board and markers -With at least 3 microphones for use in the workshop -With multi cubicle comfort rooms for participants on the same floor of the function room  <b>Meals:</b> -AM Snack, Buffet Lunch, PM Snack  <b>Mode of Payment: Send Bill</b>  <b>Within Metro Manila (Preferably Quezon City)</b>	Pax	70		Total amount in words: _____ _____ _____ _____		

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: \_\_\_\_\_