



**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, & ACCOMMODATION**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>ESSS Planning Workshop</b>
<b>Solicitation</b>	<b>P. R. No. ESSS-18-10-168</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>VENUE, MEALS, &amp; ACCOMMODATION</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 144,000.00</b>
<b>Contract Duration</b>	

Please quote your lowest price on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **5:00 pm** on **October 12, 2018** at the General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City.

\_\_\_\_\_  
BAC 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 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.

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**P.R. NO: ESSS-18-10-168**

**BID FORM**

Item(s) and specification(s) (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					YES	NO
<b>Venue, meals, &amp; accommodation: ESSS Planning Workshop</b>  DATE : October 29-30, 2018 Within Quezon City  Check in : October 29, 2018 Check out: October 30, 2018 Inclusions: -1 Function room good for 31 pax - 4 Classroom set up -no columns -1 Single room -9 Twin sharing -4 Triple sharing -1 Buffet breakfast -2 AM snack -2 Buffet lunch -2 PM snack -1 Buffet dinner No cream dory Overflowing coffee (brewed)  X-X-X-X-X-X-X-X-X-X-X-X-X <b>For ESSS use</b>	pax	36	_____	_____	_____	_____
				Total Amount in words: _____		

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 of authorized representative/Signature \_\_\_\_\_

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

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

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

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

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