

## 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 <u>Venue, Meals and Accommodation</u>

Name of Project	Supply and Delivery of Venue, Meals and Accommodation
Solicitation	PR No. ESSS-18-09-144
Location	Metro Manila
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 160,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>October 9, 2018</u> at the <b>General Services Division**, 11<sup>th</sup> FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

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	<b>BAC Chairperson</b>

## **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**

Page 2

## **BID FORM**

			ı			
Item/s and specification/s (minimum)		Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance	
					with Technical	
					Specifications (please check)	
					YES	NO
Vanue and Marie for the weaksher on the	nov				( )	( )
Venue and Meals for the workshop on the	pax	4.0	₽	₽	<b>(</b> )	<b>(</b> )
preparation of Integrated Retail Prices Survey		-16-	P	r	( )	( )
Form, Manual and Data Processing System in					( )	( )
Metro Manila on 15-19 October 2018					( )	( )
					( )	( )
Requirements:					( )	( )
Room accommodations					( )	( )
- 8 double sharing room					( )	( )
- Complimentary coffee, tea and water					( )	( )
- Wifi access					( )	( )
Function room					( )	( )
- Air conditioned function room good for 16 pax					( )	( )
- Wifi access					( )	( )
- Free use of LCD projector and screen,					( )	( )
• •					( )	( )
whiteboard, flipchart, microphone and sound					( )	( )
system					( )	( )
- Free pens and paper					( )	( )
- Flowing coffee, tea and water					( )	( )
Food				Tatal amazumtin	( )	( )
- 4 Buffet breakfast				Total amount in words:	( )	( )
- 5 Buffet lunch				words	( )	( )
<ul> <li>5 Plated am and pm snack</li> </ul>					( )	( )
- 4 Buffet dinner					( )	( )
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
For SSO-ESSS-PSD use				_		
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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 author	ized representative/Sigr	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No.	Tel No.:	Cellphone No	
Date:			