



**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 and Meals**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Venue and Meals for the 2016 Annual Survey of ASPBI and 2015 Survey on SICT</b>
<b>Solicitation</b>	<b>P. R. No. ESSS-18-10-191</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>Venue and Meals for the 2016 Annual Survey of ASPBI and 2015 Survey on SICT</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 375,000.00</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 9:00 am on January 10, 2019 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.

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DAISY S. ADLAWAN

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

**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 and meals for the 2016 Annual Survey of Philippine Business and Industry (ASPBI) and 2015 Survey on Information and Communication Technology (SICT) National Data Dissemination Forum on 21 January 2019 within Metro Manila</b>  <b>Package Requirements:</b> <b>Meals:</b> -Snacks and Buffet Lunch -One round of drinks per meal -No cream dory fish  <b>Function Room:</b> -Capacity: Minimum of 150 persons -Setup: Round Table -No columns/pillars -Stage and podium -Foyer for Registration with adequate space for exhibit booths -Free use of LCD projector and screen, microphone, and sound-system -Waived energy fee -Free and strong Wifi access -Flowing coffee, tea, and water -Extension cords for at least 10 users -Pads, papers, pen/pencil, candies and mints -Free parking lots for vehicles	pax	150		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: \_\_\_\_\_