## 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 <u>VENUE FOOD</u> <u>AND ACCOMMODATION</u>. Details of the procurement are as follows:

Name of Project	Venue, Food and accommodation for the conduct of First Level				
	Training on listing of landing Centers				
Solicitation	P. R. No. ESSS-18-10-192				
Location	Quezon City				
Brief Description	Procurement of Goods.				
Quantity	See attached bid form.				
Approved Budget for the					
Contract (ABC)	₱ 192,000.00				
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>November 20, 2018</u> 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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#### **BID FORM**

Item(s) and specification(s) (minimum)		Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
Venue food and accommodation for the conduct Of First Level Training on Listing of Landing Centers	pax	32			YES	<u>NO</u>
-Minimum of 32 participants for 3 days -2 days training/session -within Quezon City						
-12 December 2018 check-in (afternoon) -15 December 2018 check-out (morning)						
Other requirements: <b>Room accommodation</b> -air conditioned rooms that can accommodate 2 persons -complimentary coffee, tea and water -WIFI access						
Function Room Accommodate 32 pax in classroom set up -unlimited WIFI access -free use of LCD projector and screen, whiteboard, pointer and sound system -free pens and papers -flowing coffee, tea and water Food -Buffet breakfast, managed buffet lunch and dinner -Am and Pm Snack x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-						
ESSS-FSD USE						
				Total Amount in words:		

Other requirement		erms and Conditions. I/We quote you c	on the item
at prices noted ab			
Printed Name of a	uthorized representative/Sign	ature	
Name of Company	/		
		Cellphone No.	
Date:		· ·	