

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 Lease of Venue, Meals and Accommodation.

Name of Project	Supply and Delivery of Lease of Venue, Meals and
-	Accommodation.
Solicitation	PR No. ITDS-18-08-076
Location	Quezon City
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 32,000.00
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>August 23, 2018</u> at the General Services Division**, 11th FIr., Cyberpod One Enton 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.

BID FORM

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Item/s and specification/s (minimum)		Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Event Title: Quality Assurance Process Review	pax	-8-	₱	₱	()	()
Venue, Meals, and Accommodation Date: 30-31 August 2018 Preferred Location: Quezon City					()	()
*Accommodation for 8 pax . - Check-in date: 30 August 2018 - Check-out date: 31 August 2018 - 2 triple sharing room with separate beds - 1 night - 1 twin sharing room with separate beds - 1 night - with wifi access					()	() () () () ()
Meals - Complimentary breakfast - 1 day - AM Snack, Lunch, PM Snack - 2 days - Dinner- 1 night					()	() () () ()
Venue - use of function room - 2 days - complimentary use of projector & with white screen - with microphone - waived energy fee - free wifi access - pads and paper, candies and mints - free flowing coffee and tea					() () () () () ()	() () () () () ()
*Mode of payment -Send bill - with complimentary parking space X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-				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 author	rized representative/Sigr	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No.	Tel No.:	Cellphone No	
Date:			