



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, Food and Accommodation

Name of Project	Venue, Food and Accommodation
Solicitation	PR No. ITDS-18-09-089
Location	Preferably within Quezon City
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the Contract (ABC)	₱ 756,000.00
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 September 19, 2018** at the **General Services Division, 11th Flr., 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

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Workshop on the Enhancement of OpenSTAT Website and the use of DRAWER as a Standard File Respository	pax				()	()
Food and Accommodation for three (3) days (Batch 1 October 03-05, 2018)		-50-	₱ _____	₱ _____	()	()
(Batch 2 October 08-10, 2018)		-38-	₱ _____	₱ _____	()	()
(Batch 3 October 15-17, 2018)		-38-	₱ _____	₱ _____	()	()
Preferably within Quezon City					()	()
Other requirements:					()	()
1. One (1) Conference room with maximum capacity of 50 persons (batch 1), 38 persons (batch 2) and 38 persons (batch 3)					()	()
2. Unlimited free wi-fi access at the conference room		-			()	()
3. Provision of facilities such as whiteboard, whiteboard marker, sound system, screen, projector and other meeting tools that may be needed during the workshop					()	()
4. Buffet breakfast and set meal for lunch, dinner and AM/PM snacks					()	()
5. Rooms, no double decks, maximum of 2 persons/room (twin sharing) with unlimited free wifi access				Total amount in words: _____	()	()
6. Provision of free flowing coffee/drinking water				_____	()	()
7. Free tarpaulin				_____	()	()
X-X				_____	()	()
For CTCO-ITDS-KMCD use						

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: _____