



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, Meals and Accommodation

<b>Name of Project</b>	Venue, Meals and Accommodation
<b>Solicitation</b>	PR No. MAS-18-08-116
<b>Location</b>	Preferably within the vicinity of NEDA Pasig
<b>Brief Description</b>	Procurement of Good
<b>Quantity</b>	See attached Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱ 220,000.00
<b>Contract Duration</b>	

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 7, 2018** at the **General Services Division, 11<sup>th</sup> 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
Venue, meals and Accommodation (5 pax), supplies and contingency for the Press Conference of the Q3 2018 Performance of the Philippine Economy on 08 November 2018	pax	-175-	₱ _____	₱ _____	( )	( )
		-5-	₱ _____	₱ _____	( )	( )
Venue: preferably within the vicinity of NEDA Pasig Mode of Payment: Send Bill		-			( )	( )
Charge to <b>A.III.b.2 MAS Fund:</b> Development and Improvement of Statistical Frameworks and Standards					( )	( )
• Air-conditioned conference room good for 175 pax from 7:00 AM to 2:00 PM					( )	( )
• Unlimited WIFI Access					( )	( )
• Provisions of facilities such as 2 projector, sound systems, 5 microphones and 1 rostrum, screen, pencils, papers, and other meeting tools that may be needed					( )	( )
• Provision of flowing coffee/drinking water and candies					( )	( )
• Free use of facilities					( )	( )
• Free welcome streamer					( )	( )
x-x						
<b>For IAD, MAS use</b>				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 authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_