

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 and Accommodation</u>

Name of Project	Supply and Delivery of Venue, Food and Accommodation
Solicitation	PR No. MAS-18-10-151
Location	Preferably within Quezon City
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 416,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 11:00 am on <u>October 12, 2018</u> at the General Services Division**, 11th FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

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 (please check) YES NO	
Venue and Accommodation (Full Board)					()	()
Preferably within Quezon City	pax				()	()
MAS Division Planning Workshop		-70-	₱	₱	()	()
16 to 17 October 2018		70			()	()
MAS Service Planning Workshop		-34-	₱	₱	()	()
18 to 19 October 2018					()	()
Inclusion:					()	()
Use of function rooms for plenary and breakout rooms for the division planning; Breakfast/AM/PM Snacks; buffet Lunch and Dinner for Four (4 days) and three (3) nights					()	()
Room Requirements:					()	()
16 to 17 October 2018 22 Triple Sharing; 1 Twin Sharing; 2 Single 18 to 19 October 2018 10 Triple Sharing; 1 Twin Sharing; 2 Single a) Air conditioned rooms, all single beds with individual blankets (no sharing), no double decks; maximum of 4					()	() () () ()
 persons/room with drinking water; b) Air conditioned conference room for 75 pax, no pillars and must have an excellent lightning; c) Hotel wide unlimited Wifi access d) Provision of facilities such as multimedia projector and screen, basic sound system with microphones, pads and pencils, white board, extension cords and other meeting tools that may be needed during the conference; e) With multi-cubicle comfort rooms for the participants on the same floor of the function rooms; f) No additional pay for the use of laptop, printer and gadgets; 						() () () () () () ()
 g) Provision of flowing purified drinking water; coffee and tea making facilities and candies h) Free local calls; i) Free use of facilities j) Standby waiter and technician; k) Free parking for PSA participants in the workshop 				Total amount in words:	()	()
Mode of Payment: SEND BILL X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						

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 _______Email Address: ______

Fax No. ______. Tel No.: ______ Cellphone No.______

Date: _____