



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 | Supply and Delivery of Venue, Food and Accommodation |
| Solicitation | PR No. MAS-18-10-155 |
| Location | Within Quezon City |
| Brief Description | Procurement of Good |
| Quantity | See attached Bid Form |
| Approved Budget for the Contract (ABC) | ₱ 402,000.00 |
| 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 October 25, 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 |
| Food & Accommodation (Full Board) Resource Person and Central Office Staff for the Training on Statistical Basic Information Technology and Web Dissemination Venue: Within Quezon City Mode of Payment: Send Bill Details: 12 December – Check in with AM&PM Snack, Lunch and Dinner 13 December – Breakfast/ AM&PM Snacks/ Lunch and Dinner 14 December – Breakfast/ AM& PM Snack; Check out Rooms, all single beds wit individual blankets, no double decks, with coffee/drinking water and complete toiletries a. 2 single-occupancy rooms b. 7 double-occupancy rooms c. 17 triple-sharing rooms Requirements: Conference Room - Spacious conference room good for 80 pax, air conditioned, high ceiling, no pillars and good lightning and sound system - Unlimited wifi access - Provision of facilities such as whiteboard, sound system, 5 microphones, batteries, wide screen, extension cords, pencil and paper, projector and other meeting tools that may be needed during ther training - Provision of flowing coffee/ drinking water and candies - Two (2) projectors in the function room - Free use of facilities - Free welcome streamer and tarpaulin - Free use of local calls X-X-X-X-X-X-XX-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X For MAS-IAD use | pax | -67- | ₱ _____ | ₱ _____ | () | () |
| | | | | 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: _____