

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-18-10-159
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 248,000.00
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>November 14, 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.

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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, Food and Accommodation four (4) days 18 to 21 December 2018 (P 2,000/day)	рах	-31-	₽	₱	$() \\ () \\ () \\ () \\ () \\ () \\ () \\ () \\$	() () () ()
Preferably within Quezon City Other Requirements:						() ()
1. One (1) Conference room with maximum capacity of 35-40 persons.						()
2. Unlimited free wi-fi access at the conference room					()	()
 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, lunch and dinner and AM/PM snacks (No Cream Dowry Fish) With own banquet 					() () ()	() () () ()
 Rooms, no double decks, maximum of 2 persons/room with unlimited free wifi access Provision of free flowing coffee/drinking water 				Total amount in	()	()
7. Free tarpaulin				words:	()	()
For SSO-MAS-AAD 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 authoriz	zed representative/Sig	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			