

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-18-10-168
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 36,000.00
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 7, 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.

BID FORM

			1		Compliance
					with Technical
Item/s and specification/s		Qty.	Unit Price	Total Amount	Specifications
(minimum)	Unit			(VAT inclusive)	(please check)
					YES NO
Venue, Food and Accommodation	pax				() ()
Technical Report Writeshop for Environmental	l				() ()
Accounts, Land, Energy, Water Resources,					() ()
Material Flow and Disaster Risk Reduction					
Expenditure					
Within Metro Manila					
13 to 14 November 2018		-9-	₱	₱	
(2 days 1 night)					
Inclusion: Use of function room; with Breakfast,					
AM Snacks, Buffet Lunch, PM Snacks and Dinner					
for 9 pax					
Room Requirements:					
a) Air conditioned rooms, all single beds with individual					
blankets (no sharing), no double decks, maximum of					() ()
2 (two) persons/room with drinking water					() ()
b) Air conditioned conference room for 9 pax					() ()
c) 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) Provision of flowing coffee and tea making facilities					() ()
and candies					() ()
f) Free local calls				Total amount in	() ()
g) Free use of facilities				words:	
h) Standby waiter and technician				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-					
For MAS-ENRAD 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 author	ized representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			