



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 and Meals**. Details of the procurement are as follows:

Name of Project	Dissemination Forum for the Compendium of Phil Environment Statistics 2016
Solicitation	P. R. No. MAS-18-10-170
Location	Quezon City
Brief Description	Dissemination Forum for the Compendium of Phil Environment Statistics 2016
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱ 74,400.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 9:00 am on December 7, 2018 personally on a sealed quotation at the General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

DAISY S. ADLAWAN

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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Fax no.: 374-82-83/ 374-82-62

BID FORM

Item(s) and specification(s) Minimun	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Lease of Venue and Meals for Dissemination Forum for the Compendium of Philippine Statistics 2016 Within Metro Manila 10 December 2018</p> <p>Inclusion: use of function room; with AM Snacks, Buffet Lunch, PM Snacks for 62 pax</p> <p>Requirements:</p> <ul style="list-style-type: none"> - Air conditioned conference room for 62 pax - Unlimited wifi access - Provision of facilities such as multimedia projector and screen, basic sound-system with microphones, pads and pencils, whiteboard, extension cords, and other meeting tools that may be needed during the conference - Provision of flowing coffe and tea making facilities and candies - Free local calls - Free use of facilities - Standby waiter and technician - With high ceiling - No pillars/ columns - With free provision of parking space for participants <p>Mode of payment:send bill</p>	pax	62		<p>Total amount in words:_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorizedrepresentative/Signature_____

Position: _____

Name of Company _____

Address: _____ Email Address:_____

Fax No. _____ . Tel No.: _____ Cellphone No._____

Date: _____