



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

Name of Project	Supply and Delivery of Venue and Meals
Solicitation	PR No. MAS-18-10-171
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the Contract (ABC)	₱ 62,400.00
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 November 26, 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
Dissemination Forum for the Philippine Environmental Accounts for Resources Within Metro Manila 17 December 2018 Inclusion: Use of function room; with AM Snacks, Buffet Lunch, PM Snacks for 52 pax Room Requirements: a) Air conditioned conference room for 52 pax b) Unlimited Wifi access c) Provisions 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 d) Provision of flowing coffee and tea making facilities and candies e) Free local calls f) Free use of facilities g) Standby waiter and technician h) With high ceiling i) No pillars/columns j) With free provisions of parking space for participants X-X For MAS-ENRAD use	pax	-62-	₱ _____	₱ _____	()	()
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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: _____