



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

<b>Name of Project</b>	<b>Dissemination Forum for PEAR and CPES 2016</b>
<b>Solicitation</b>	<b>P. R. No. MAS-18-12-240</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>Dissemination Forum for PEAR and CPES 2016</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 112,000.00</b>
<b>Date of Delivery</b>	

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 13, 2018 personally on a sealed quotation at the General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

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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.

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
<b>Dissemination Forum for the Philippine Environmental Accounts for Resources and the Compendium of the Philippine Environment Statistics (CPES) 2016</b>  <b>Within Metro Manila</b>  <b>16 December 2018- Accommodation with dinner and breakfast for next day for 11 pax</b>  <b>17 December 2018- AM snacks and lunch for 75 pax, 6:00 AM to 1:30PM use of function room</b>  <b>Room Requirements:</b> <b>-Air conditioned rooms, all single beds with individual blankets (no sharing), no double decks, maximum of 2 persons per room with drinking water</b> <b>-Air conditioned conference room (high ceiling with no columns for 75 pax)</b> <b>-Unlimited wifi</b> <b>-Provision of facilities such as multimedia projector and basic sound system with microphones, pads and pencils, whiteboard, extension cords and other meeting tools that may be needed during the conference</b> <b>-Provision of flowing coffee and tea making facilities and candies</b> <b>-Free local calls</b> <b>-Free use of facilities</b> <b>-Standby waiter and technician</b> <b>-With free provision of parking space for participants</b> <b>-No basement conference rooms</b>  <b>Mode of payment: send bill</b>	<p>pax</p> <p>pax</p>	<p>11</p> <p>75</p>		<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 authorized representative/Signature\_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. . Tel No.: Cellphone No.

Date: \_\_\_\_\_