



**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>Workshop on the Updating of PNHA parameters for Satellite Accounts</b>
<b>Solicitation</b>	<b>MAS-19-01-009</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Workshop on the Updating of PNHA parameters for Satellite Accounts</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 72,000.00</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 11:00 am on February 27, 2019 personally at the **General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

**DAISY S. ADLAWAN**  
Officer-In-Charge  
General Services Division

**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)  Minimum	Unit	Qty.	Unit Price	Total Amount	Compliance with Technical Specifications (pls. check)	
				(VAT inclusive)	Yes	No
<p><b><i>Venue, Food and Accommodation (Full Board) for the Workshop on the Updating of PNHA parameters for Satellite Accounts on June 19-21,2019).</i></b></p> <p><b><i>Within Metro Manila</i></b></p> <p><b><i>Send Bill</i></b></p> <p><b><i>June 19-21, 2019</i></b></p> <p><b><i>Meals (Full Board), Venue and Accommodation (3 single, 3 twin sharing, 1 triple sharing)</i></b></p> <p><b><i>Other Requirements:</i></b></p> <ul style="list-style-type: none"> <li>- <b><i>Air-conditioned conference room good for 60 pax from 7:00 AM to 2:00 PM</i></b></li> <li>- <b><i>Unlimited WIFI Access</i></b></li> <li>- <b><i>Provisions of facilities such as 2 projector, sound system, 5 microphones and 1 rostrum, screen, pencils, papers, and other meeting tools that may be needed</i></b></li> <li>- <b><i>Provision of flowing coffee/drinking water and candies</i></b></li> <li>- <b><i>Free use of facilities</i></b></li> <li>- <b><i>Free welcome streamer</i></b></li> <li>- <b><i>Parking</i></b></li> <li>- <b><i>High Ceiling</i></b></li> </ul>	pax	12	₱ _____	<p>Total amount in words:</p> <p>_____</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: \_\_\_\_\_