



**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 for Training on Procurement Process**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Training on Procurement Process</b>
<b>Solicitation</b>	<b>MAS-19-01-030</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Training on Procurement Process</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 100,000.00</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 11, 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 bid
9. ding 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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**REQUEST FOR QUOTATION**  
Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Venue, Meals, and Accommodation for Training on Procurement Process</b>  <b>Full board (accommodation, venue and food)</b> <b>Preferred location: Quezon City</b> <b>Mode of Payment: Send Bill</b> <b>Dates: 21 to 22 February 2019</b>  <b>21 February 2019 – check-in – AM &amp; PM Snacks, Lunch and Dinner</b>  <b>22 February 2019 – check-out – Complimentary Breakfast/AM Snacks/Lunch/PM Snacks (packed)</b>  <b>Other requirements:</b> <ol style="list-style-type: none"> <li><b>Airconditioned conference room good for 50 pax from 8:00 AM to 6:00 PM</b></li> <li><b>Provision of facilities such as whiteboard, wide screen, pencil &amp; paper, projector and other meeting tools that may be needed during the training</b></li> <li><b>Waived of energy fee</b></li> <li><b>Free WiFi access and high-speed internet</b></li> <li><b>Conference room, no pillars/columns, high ceilings and good lighting within the hall</b></li> <li><b>Function room within the same building</b></li> <li><b>Airconditioned rooms, all single bed with individual blankets, no double decks, maximum of 3 persons/room with drinking water/coffee</b></li> <li><b>Provision of free-flowing coffee/drinking water and candies</b></li> <li><b>Free use of facilities</b></li> <li><b>Free use of local calls</b></li> </ol>	pcs	50	₱ _____			
				Total amount in words: _____ _____ _____ _____		

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: \_\_\_\_\_