



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:

| | |
|---|--|
| Name of Project | NCS Mid-Year Performance Review, Workshop on Quality and Strategic Objective Setting, Workshop on Indicative Plans, and Group Learning Sessions |
| Solicitation | P. R. No. NCS-18-08-083 |
| Location | Within Cavite Province (preferably General Trias) |
| Brief Description | Procurement of goods. |
| Quantity | See attached bid form. |
| Approved Budget for the Contract (ABC) | ₱ 576,000.00 |
| Date of Delivery | 15 days upon receipt of approved P.O. |

Please quote your lowest price on the item/s listed on the next page and submit personally your SEALED QUOTATION not later than 5:00 pm on **September 19, 2018** at the General Services Division (GSD), 11th Floor, Cyberpod One Eton 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 (pls. check) | |
|--|------|------|------------|---|---|-----|
| | | | | | YES | NO |
| Venue, Meals and Accommodation Re: National Censuses Service Mid-Year Performance Review, Workshop on Quality and Strategic Objective Setting, Workshop on Indicative Plans, and Group Learning Sessions Date: 01 to 05 October 2018 Venue: Within Cavite Province - preferably General Trias Meals: - Buffet Breakfast and Buffet Dinner - AM Snack, Buffet Lunch, and PM Snack - Provision of free flowing coffee/drinking water Venue with 1 function room that can accommodate participants, including resource persons - spacious function room, sound proof and bright lights, no pillar/column that block the participants' view, preferably with Wi-Fi access (at least 50mbps internet connection), no additional fee for use of electricity to charge laptop and printer, with projector, white screen, large white board, and markers, with at least 3 microphones for use in the workshop, with multi cubicle comfort rooms for participants on same floor of the function room, free streamer Room Accommodation: - Rooms, no double decks, maximum of 3 persons per room with unlimited free Wi-Fi access With free Secretariat Room with free breakfast: 01 to 05 October Check-in: 01 October, Check-out: 05 October 01 to 02 October Check-in: 01 October, Check-out: 02 October | | | | | | |
| | pax | 56 | ₱ _____ | ₱ _____ | () | () |
| | pax | 4 | ₱ _____ | ₱ _____ | () | () |
| | | | | 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: _____