



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	Task Force Training on 2018 CPBI Phase 2 Field Operations and Processing
Solicitation	NCS-19-01-006
Location	Metro Manila
Brief Description	Task Force Training on 2018 CPBI Phase 2 Field Operations and Processing
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 750,000.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on February 15, 2019 personally at the **General Services Division, 11th 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.

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 for the Task Force Training on 2018 CPBI Phase 2 Field Operations and Processing on 4 to 8 March 2019 (5 days) Venue with 1 function room -spacious function/ training room (can accommodate more than 70 persons) -sound proof and bright lights -with 2 projectors with separate screens -with large whiteboard and markers, extension cords -with microphones for use during the training (at least 3 microphones) -with stable / strong connection (WIFI access) -free charge of electricity for computers, laptops, tablets, etc. -with daily supply of paper, pen or pencil, toiletries, etc. Room Accommodation with complimentary breakfast -with WIFI access Meals include: -AM snack on March 4, 2019, Lunch, PM snack, and dinner -include Jalal foods for Muslim participants 25 Participants (from field offices and selected SICD participants) -Check-in: March 3, 2019 (includes dinner) -Check-out: March 9, 2019 (includes breakfast) 35 Participants from Central Office -Check-in: March 4, 2019 -Check-out: March 8, 2019 *within Pasig City, in consideration of convenience of access for the majority of participants	pax	60	₱ _____			
				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: _____