



**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, FOOD AND ACCOMMODATION.** Details of the procurement are as follows:

<b>Name of Project</b>	ISO 9001:2015 (Batch 8)
<b>Solicitation</b>	<b>P. R. No. ONS-18-09-218</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	Procurement of Venue, Food and Accommodation
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 270,000.00</b>
<b>Contract Duration</b>	

Please quote your lowest price on the item/s listed below and submit personally your **SEALED QUOTATION** not later than 5:00 pm on October 8, 2018 at the General Services Division, 11<sup>th</sup> Flr., 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.

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**P.R. NO: ONS 18-09-218**

**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, Food and Accommodation ISO 9001:2015 (BATCH 8) Oct, 9, 2018 9 October 2018 (AM Snack, Lunch, PM Snacks, Dinner) Check-in</b>	<b>pax</b>	<b>45</b>	_____	_____	_____	_____
	<b>pax</b>	<b>45</b>	_____	_____	_____	_____
	<b>pax</b>	<b>45</b>	_____	_____	_____	_____
<b>10 October 2018 (AM Snacks, Lunch, PM Snack, Dinner)</b>	<b>pax</b>	<b>45</b>	_____	_____	_____	_____
<b>11 October 2018 (AM Snaxks, Lunch, PM Snacks)Check-out</b>	<b>pax</b>	<b>45</b>	_____	_____	_____	_____
<b>With Audio Visual Equipment and free flowing Coffee and tea</b>						
<b>For ISO 9001:2015 Training (Batch 8)</b>						
				Total Amount in words: _____ _____ _____		

Other requirements:

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: \_\_\_\_\_