



**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>PSQ Reunion of National Winners and Coaches</b>
<b>Solicitation</b>	<b>P. R. No. ONS-18-11-280</b>
<b>Location</b>	Quezon City
<b>Brief Description</b>	<b>PSQ Reunion of National Winners and Coaches</b>
<b>Quantity</b>	See attached bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 156,000.00</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 9:00 am on December 6, 2018 personally on a sealed quotation at the General Services Division, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

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DAISY S. ADLAWAN

**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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Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimun	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Venue, Meals, and Accommodation (fullboard) for PSQ Reunion of National Winners and Coaches within Quezon City</b>  <b>Mode of Payment: send bill</b>  <b>Check-in: 10 Dec. 2018</b> <b>Check-out: 12 Dec. 2018</b>  <b>10 Dec. 2018: check-in 2:00pm (twin sharing room)</b>  <b>11 Dec. 2018: (twin sharing rooms)</b>  <b>11 Dec. 2018 (Dinner)</b>  <b>Other Requirements:</b> <b>1.Airconditioned conference room for 120 pax (no pillar at the center)</b> <b>2.Unlimited WiFi access</b> <b>3.Provision of facilities such as whiteboard, sound-system, microphone, screen, pencils, paper, projector, and other tools that may be needed during the activity</b> <b>4.Free-flowing coffee, tea or any drinks in the conference room</b> <b>5.Free use of other hotel facilities like gym, pools, etc.</b> <b>6.Air conditioned rooms all twin sharing with individual blankets/room with free drinking water.</b>	rooms	24				
	rooms	33				
	pax	120				
				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: \_\_\_\_\_