



**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>2019 First Level Operational Training for Cereals Surveys (Regular and Redesigned PCPS) from 03 to 09 March 2019</b>
<b>Solicitation</b>	<b>PR-ESSS05-19-02-00001</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>2019 First Level Operational Training for Cereals Surveys (Regular and Redesigned PCPS) from 03 to 09 March 2019</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 672,500.00</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 28, 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 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)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>2019 First Level Operational Training for Cereals Surveys (Regular and Redesigned PCPS) from 03 to 09 March 2019</b>  <i>Description:</i> - <b>good for 24 participants</b> - from 03 to 09 March 2019 (6 days) - 9 rooms (7 triple sharing – individual beds) (1 twin sharing – individual beds) (1 single room) Check In Time: 2:00PM (03 Mar 2019) Check Out Time: 12:00PM (09 Mar 2019) - Meals: Day 1: Dinner Day 2 to 6: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Day 7: Breakfast  - <b>good for 21 participants</b> - from 03 to 08 March 2019 (5 days) - 7 rooms (7 triple sharing – individual beds) Check In Time: 2:00PM (03 Mar 2019) Check Out Time: 12:00PM (08 Mar 2019) - Meals: Day 1: Dinner Day 2 to 5: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Day 6: Breakfast  - <b>good for 10 participants</b> - from 07 to 09 March 2019 (2 days) - 4 rooms (2 triple sharing – individual beds) (2 twin sharing – individual beds) Check In Time: 2:00PM (07 Mar 2019) Check Out Time: 12:00PM (09 Mar 2019) - Meals: Day 1: Dinner Day 2: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Day 3: Breakfast  Meals: Managed Buffet - Provision of overflowing coffee/drinking water Venue: - Preferably within Metro Manila  Other requirements: - Spacious Training Room, Air conditioned, Unlimited Wifi Access	<p>pax</p> <p>pax</p> <p>pax</p>	<p>24</p> <p>21</p> <p>10</p>	<p>₱ _____</p> <p>₱ _____</p> <p>₱ _____</p>			

<ul style="list-style-type: none"> <li>- Provision of facilities such as multimedia projector and screen, sound system, microphone, note pads, pencil and extension cords</li> <li>- Free welcome Streamer</li> </ul>				Total amount in words: _____ _____ _____ _____		
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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: \_\_\_\_\_