



**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 Accommodations.** Details of the procurement are as follows:

<b>Name of Project</b>	<b>Training on Republic Act 9184 and its Revised Implementing Rules and Regulations</b>
<b>Solicitation</b>	<b>PR-FAS01-19-03-00017</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Venue, Meals and Accommodations for Training on Republic Act 9184 and its Revised Implementing Rules and Regulations</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 483,000.00</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 11:00 am on April 11, 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.

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

## BID FORM

Item(s) and specification(s)	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Venue, Meas, and Accommodation for the Training on Republic Act 9184 and its Revised Implementing Rules and Regulations</b>  <b>First Batch : 24 – 26 April 2019</b> (3 days 2 Nights) <b>Check in: 24 April 2019   Check out: 26 April 2019</b> (5 single rooms, 15 twin sharing rooms)  <b>Second Batch : 15 – 17 May 2019</b> (3 days 2 nights) <b>Check in: 15 May 2019   Check out: 17 May 2019</b> (5 single rooms, 15 twin sharing rooms)  <b>Function Room Requirement:</b> <ol style="list-style-type: none"> <li>1. Sound proof/Free from unnecessary noise</li> <li>2. Spacious and can accommodate the stated number of participants</li> <li>3. No pillars/columns blocking the stage</li> <li>4. Can accommodate breakout sessions (if applicable)</li> <li>5. Adequate audio and video system and provision of projector and screen</li> <li>6. Free WIFI access and sufficient power connections</li> <li>7. Free electricity charges</li> <li>8. Standby waiter and technician</li> </ol> <b>Food Requirements:</b> <ol style="list-style-type: none"> <li>1. Full-Board accommodation with complimentary breakfast and dinner</li> <li>2. Free-flowing coffee and tea in the function room</li> <li>3. Balanced nutritious diet (submit proposal)</li> </ol> <b>Room Requirements:</b> <ol style="list-style-type: none"> <li>1. Free WIFI access</li> <li>2. Provision of free bottled water and toiletries</li> <li>3. Spacious and tidy</li> </ol> <b>Other Requirements:</b> <ol style="list-style-type: none"> <li>1. Free Parking (5-10 slots)</li> <li>2. Free use of amenities and other hotel facilities</li> <li>3. Free welcome streamer/backdrop</li> <li>4. Free for winged insects (cockroach, flies, mosquitoes, etc.)</li> <li>5. Must obtain at least 95% of the factor value rating</li> <li>6. Not near casinos/pleasure districts</li> <li>7. Send bill arrangement</li> </ol> <b>*Within Metro Manila</b>	<p>pax</p> <p>pax</p>	<p>35</p> <p>35</p>	<p>₱ _____</p> <p>₱ _____</p>	<p>Total amount in words:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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: \_\_\_\_\_