

## 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 <u>Training</u> <u>Services</u>. Details of the procurement are as follows:

Name of Project	Technical Writing Training				
Solicitation No.	PR-ITDS01-20-02-00001				
Location	Metro Manila				
Brief Description	Training Services on Technical Writing Training				
Quantity	See attached Bid form.				
Approved Budget for the Contract (ABC)	P 240,000.00				
Date of Delivery					

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the BAC Secretariat, 11<sup>th</sup> FIr., Cyberpod One Eton Centris, Diliman, Quezon City or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than \_\_\_\_\_:00 AM/PM on \_\_\_\_\_\_ IZ I FEB 2020 . Kindly address your quotation to the Bids and Awards Committee.



## **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 and/or proposal.
- 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.

## PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

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

## **BID FORM**

Item(s) and specification(s)  Minimum		Unit	Qty.	Unit Price	Total Amount	Compliance with Technical Specifications (pls. check)			
					(VAT inclusive)	Yes		No	
Training Services on Technical Writing on 24 – 28 February 2020 at CVEA Building.		LOT	1	₽	₽	(	)	(	)
Cours	Introduction on Technical Writing Grammar Mastery Correct Usage of Punctuations Characteristics, Purpose and Types of Technical Writing Techniques in Technical Writing Tools Used in Technical Writing  It Policy and Guideline Document Simple Research Paper								
Traini - - -	ng Provider Qualifications Minimum of 8 years in delivering Technical Writing Training Instructor must have a minimum of 6 years experience providing Technical Writing Training Strictly complies with the course contents				Total amount in words:				
NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)									