



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 **Training Services**. Details of the procurement are as follows:

Name of Project	Policy Writing Training
Solicitation No.	PR-ITDS02-19-10-00027
Location	Metro Manila
Brief Description	Training Service Provider and Meals for Policy Writing Training
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 150,000.00
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, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than 11:00 AM on **OCT 18 2019**. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS
BAC Vice Chairperson *a*

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.

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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 (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Training Provider and Meals for Policy Writing Training</p> <p>Venue: within Metro Manila No. of Participants: 15 Date: 13 to 15 November 2019 (3 days) Live out Scope of Training: The training should cover the following topics: Introduction to Policy – definition, principles and types Basic Policy Process (for agency/organization) Linking Agency concerns and Policies</p> <ul style="list-style-type: none"> - Sample case studies and Policies relevant to ICT <p>Policy Formulation</p> <ul style="list-style-type: none"> - Policy template and structure - Techniques, writing styles, formats - Best practices and standard operating procedures <p>Presenting a policy paper Policy Implementation and Monitoring Policy review and update Interactive, practical exercises and Group write shop sessions</p> <ul style="list-style-type: none"> - Drafting of ICT policy such as Disaster Recovery Policy and/or Information Security Policy) <p>Other topics related to policy writing</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Training Venue – good lighting, airconditioned room, and can comfortably accommodate 15 participants for lecture, practical exercises, and group writing sessions 2. Trainer – should have expertise in Policy Writing, knowledgeable in policy formulation and review, knowledgeable in ICT policy, and government policies (international and local/Philippine setting) 3. Food – set meal for AM snack, lunch, and PM snack 4. Laboratory – workstations and audio-visual equipment fully set up/configured where participants are provided with computers for practical exercises and group writing sessions 5. Provision of training manual/files (soft copy/hand-outs for each participants 6. Provision of standard facilities such as water supply, accessible comfort rooms, lighting system, elevator system, elevators, fire escapes, firefighting equipments 7. Provision of standard training equipments and materials such as projector, extension cords, sound systems, white screen, paper and pencils, other materials that may be needed during the training 8. Provision of certificate of completion/participation 9. Unlimited free Wi-Fi access (with stable data speed at the training venue) 10. Provision of free flowing coffee and drinking water at the training room 	lot	1	P _____	P _____	()	()
				Total amount in words: _____ _____ _____		
<p>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</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: _____