



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>Presentation Skills Training for the PSA Designated Spokespersons</b>
<b>Solicitation</b>	<b>PR-ITDS05-19-03-00002</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Procurement of Goods</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 262,500.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on March 18, 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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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
<b>Venue, Meals, and Accommodation for the Presentation Skills Training for the PSA Designated Spokespersons for three days and two nights (27-29 March 2019)</b>  <b>Preferably within Metro Manila</b>  <b>Other requirements:</b> -one conference room with maximum capacity of 35 persons -unlimited free wifi access at the conference room -provision of facilities such as whiteboard, whiteboard marker, sound system, screen, and other meeting tools that may be needed during the workshop -buffet breakfast and set meal for lunch, dinner and AM/PM snacks -rooms, no double decks, maximum of 2 persons/ room (twin sharing) with unlimited free wifi access -provision of free flowing coffee/ drinking water -free streamer	pax	35	₱ _____			
				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: \_\_\_\_\_