



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:

Name of Project	Venue, Meals and Accommodation for the Press Conference of the Q1 2019 Performance of the Philippine Economy
Solicitation	PR-MAS03-19-04-00005
Location	Metro Manila
Brief Description	Venue, Meals and Accommodation for the Press Conference of the Q1 2019 Performance of the Philippine Economy on 09 May 2019
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 240,000.00
Date of Delivery	

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 April 22, 2019 personally at the **General Services Division, 11th 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
Venue and Meals (AM snacks and Lunch) for the Press Conference of the Q1 2019 Performance of the Philippine Economy on 09 May 2019	Pax	150	₱ _____			
Accommodation for 6 pax 6 single rooms	Pax	6	₱ _____			
Check-in: 08 May 2019 Check-out: 09 May 2019						
Venue: preferably within Pasig City Mode of Payment: Send Bill						
<ul style="list-style-type: none"> • Air-conditioned conference room good for 156 pax from 7:00AM to 2:00PM • Holding Area for at least 15 pax • No pillars/columns blocking the stage • Must obtain at least 95% of the factor value rating • Unlimited WiFi Access • Provisions of facilities such as 2 projector, sound system, 5 microphones and 1 rostrum, screen, pencils, papers, and other meeting tools that may be needed • Provision of flowing coffee/drinking water and candles • Free welcome streamer • Free parking for 15 – 20 cars • Not near casinos/pleasure districts 				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: _____