



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>Writeshop for CPES 2018</b>
<b>Solicitation</b>	<b>PR-MAS06-19-03-00003</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Venue, Meals and Accommodation for Writeshop for CPES 2018</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 40,000.00</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 15, 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.

**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  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Venue and Accommodation (Full Board)  Preferably within Metro Manila  <b>Writeshop for CPES 2018</b></p> <p>Check In Date : 08 May 2019 – 2:00PM  Check Out Date : 10 May 2019 – 12:00NN  (3 days, 2 nights)</p> <p><b>Inclusion:</b></p> <ol style="list-style-type: none"> <li>1. Use of function room <b>(12 pax)</b></li> <li>2. Day 1: AM and PM Snacks, Lunch, and Dinner</li> <li>3. Day 2: Breakfast, AM and PM Snacks, Lunch and Dinner</li> <li>4. Day 3: Breakfast, AM and PM Snacks, and Lunch</li> </ol> <p><b>Room Requirements:</b></p> <ol style="list-style-type: none"> <li>a. Air conditioned rooms, all single beds with individual blankets (no sharing), no double decks, maximum of two (2) persons/room, with drinking water</li> <li>b. Air conditioned conference room for <b>12 pax</b></li> <li>c. Unlimited free Wifi access</li> <li>d. Provision of facilities such as multimedia projector and screen, basic sound system with microphones, pads and pencils, whiteboard, extension cords and other meeting tools that may be need during the workshop</li> <li>e. Provision of flowing coffee and tea making facilities and candies</li> <li>f. Free local calls</li> <li>g. Free use of facilities\</li> <li>h. Standby waiter and technician</li> </ol> <p>Mode of Payment : Send Bill  Note : Charged to Locally Funded Project (LFP)  PEENRA 2019 Fund</p>	<b>pax</b>	<b>8</b>	₱ _____			
				<p>Total amount in words:</p> <p>_____</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: \_\_\_\_\_