



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	NDPS National Dissemination Forum
Solicitation	PR-SSSS03-19-03-00004
Location	Metro Manila
Brief Description	Venue, Meals and Accommodation for NDPS National Dissemination Forum
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 392,000.00
Date of Delivery	

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 March 27, 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.

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
NDPS National Dissemination Forum Function Room: <ul style="list-style-type: none"> - with 1 function room good for 145 participants - spacious function room - PWD FRIENDLY – barrier free facility with ramps - sound proof and bright lights - no pillar/columns in function room that block participants view - WIFI access (function room) - provide extension wires and tables for laptop computers and 2 In Focus with no additional charge - no foul smell in the rooms - with large white board and markers - with at least 4 microphones for use in the venue - with multi cubicle comfort room can accommodate 145 participants within same floor and with cubicles that is PWD friendly - with available parking lots for participants Date of Dissemination: <u>10 April 2019</u> Time: 8:00 AM – 6:00 PM <ul style="list-style-type: none"> - AM snack (145 pax) - BUFFET LUNCH (145 pax) - PM snack (145 pax) Room accommodation: Twin sharing with separate bed (57 pax) Date: Check in – <u>09 April 2019 (57 pax)</u> BUFFET DINNER (57 pax) – 09 April 2019 BREAKFAST (57 pax) – 10 April 2019 BUFFET DINNER (47 pax) – 10 April 2019 BREAKFAST (47 pax) – 11 April 2019 Date: Check out – <u>10 April 2019 (10 pax)</u> Date: Check out – <u>11 April 2019 (47 pax)</u> *88 of the total pax are live-out participants Mode of payment – Send Bill Within Metro Manila MODE: ALTERNATIVE MODE OF PROCUREMENT	pax	145	₱ _____			
				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: _____