



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 Meals

Details of the procurement are as follows:

<b>Name of Project</b>	PhilSys Worskhop on the Preparation of IRR
<b>Solicitation</b>	PSYS-18-09-002
<b>Location</b>	Metro Manila
<b>Brief Description</b>	Meals
<b>Quantity</b>	
<b>Approved Budget for the Contract (ABC)</b>	₱300,000.00
<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 5:00 pm on \_\_\_\_\_ thru **telefax 374-8262 or telefax 374-8281**, or 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**  
OIC, GSD

**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	
					YES	NO
<b>Venue, meals and accommodaiton for the PhilSys Workshop on Preparation of IRR</b> Live -in Check in - 10 September 2018 Check out - 14 September 2018  5 days and 4 nights workshop (10-14 September) With use of function room/can accommodate 30 pax with breakfast, AM/PM snacks, buffet lunch/dinner With free flowing coffee/tea/mints/chips with complimentary parking tickets with 4 microphones with free use of projector with excellent wifi connection  <b>Within Quezon City</b>	pax	30	₱ _____	₱ _____	( )	( )
				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.: \_\_\_\_\_ Celphone No.: \_\_\_\_\_

Canvass: \_\_\_\_\_ Date: \_\_\_\_\_