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	**Writeshop/Workshop in the Drafting and Preparation of Policies and Guidelines of PhilSys Implementation**
Solicitation	**PSYS-19-03-013**
Location	Metro Manila
Brief Description	**Writeshop/Workshop in the Drafting and Preparation of policies and Guidelines of PhilSys Implementation**
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	**₱ 450, 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 <u>March 19, 2019</u> 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
Venue, Meals and Accommodation for the Writeshop/Workshop in the Drafting and Preparation of policies and Guidelines of PhilSys Implementation **Venue** With complimentary use of function room With sound system & 4 microphones With complimentary use of projector and white screen With atleast 30 Mbps wifi speed With free pads, papers, candies, and mints With free flowing coffee and tea With 10 complimentary parking spaces With complimentary tarpaulin						

20-22 March 2019
   Accommodation for 30 pax
   Check-in: 20 March 2019
   Check-out: 22 March 2019
Rooms
  • 12 Twin sharing rooms with 2 single beds
  • 6 Single rooms
  Meals
   All meals are buffet, no cream dory on menu
   20 March 2019 (Breakfast, AM Snack, Lunch, PM Snack, & Dinner)
   21 March 2019 (Breakfast, AM Snack, Lunch, PM Snack, & Dinner)
   22 March 2019 (Breakfast, AM Snack, Lunch, PM Snack)
	pax	30	₱_____			

03-05 April 2019
   Accommodation for 30 pax
   Check-in: 03 April 2019
   Check-out: 05 April 2019
Rooms
  • 12 Twin sharing rooms with 2 single beds
  • 6 Single rooms
 	
  Meals
   All meals are buffet, no cream dory on menu
   03 April 2019 (Breakfast, AM Snack, Lunch, PM Snack, & Dinner)
   04 April 2019 (Breakfast, AM Snack, Lunch, PM Snack, & Dinner)
   05 April 2019 (Breakfast, AM Snack, Lunch, PM Snack)
	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.: _____ Cellphone No._____

Date: _____