

## **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 <u>Re-Post: Venue,</u> <u>Food and Accommodation</u>

Name of Project	Supply and Delivery of Venue, Food and Accommodation
Solicitation	PR No. ESSS-18-10-189
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 144,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on** <u>November 19, 2018</u> at the General Services Division, 11<sup>th</sup> FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

BAC Chairperson

### 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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# BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO
Venue, Food and Accommodation for the Training on CSPro with Application on L & P Surveys					() () () () () () () ()
LIVE IN PACKAGE - 18 participants for 4 days - Within Metro Manila - Send Bill	pax	-18-	₽	₽	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
<ul> <li>11 December 2018 – Check-in 2:00 PM (AM Snacks, Lunch, PM Snacks &amp; Dinner)</li> </ul>					() $()$ $()$
- 12 to 13 December 2018 – (Full Board Meals)					() ()
<ul> <li>14 December 2018 – Check-Out (12:00 NN) (Breakfast, AM Snacks, Lunch &amp; PM Snacks)</li> <li>Note: No Pork and Cream Dory</li> </ul>					$ \begin{array}{c c} ( ) & ( ) \\ ( ) & ( ) \\ ( ) & ( ) \\ ( ) & ( ) \\ ( ) & ( ) \\ \end{array} $
Room Requirements: - (2) Single Room and (8) Twin Sharing					() () () () () () () () () () () () () (
<ul> <li>Other requirements:</li> <li>1. With Function Room that can accommodate 18 persons</li> <li>2. Provision of facilities such as multimedia projector and screen, sound system, microphone, pads and pencils, and extension cords</li> <li>3. Unlimited wi-fi access</li> <li>4. Air-conditioned room</li> <li>5. Spacious and comfortable rooms that can accommodate 2 persons</li> <li>6. Buffet for breakfast, lunch, dinner and with AM/PM Snacks</li> <li>7. Provision of flowing coffee/drinking water</li> <li>8. Free Welcome Streamer</li> <li>X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-</li></ul>				Total amount in words:	<pre>( ) </pre>

## Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of author	ized representative/Signa	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			