

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. SSO-18-10-011			
Location	Metro Manila			
Brief Description	Procurement of Good			
Quantity	See attached Bid Form			
Approved Budget for the				
Contract (ABC)	₱ 174,000.00			
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 6, 2018</u> at the General Services Division**, 11th Flr., 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

(minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Specifi	liance chnical cations check) NO
Venue, Food and Accommodation (Full	pax	-87-	₽	₽	()	()
Board)					()	()
2019 SSO PLANNING WORKSHOP					()	()
Payment: Send Bill					()	()
Area: Within Pasig City						()
Details:					()	()
08 Nov. 2018 – check in with PM Snacks, Buffet					()	()
Dinner and Midnight Snacks					()	()
09 Nov. 2018 – Breakfast/AM Snacks/Buffet						
Lunch/PM Snacks						()
Requirements:					()	()
- Spacious conference room good for 85 pax, air					()	()
conditioned, high ceiling, no pillars and good						
lightning and sound system - Unlimited wifi access						()
- Provision of facilities such as whiteboard, sound					()	()
system, 5 microphones, batteries, wide screen,					()	()
extension, pencil and paper, projector and other					()	()
meeting tools that may be needed during the						
conference						()
 Provision of flowing coffee/drinking water and candies 					()	()
- Two (2) projectors in one function room					()	()
- Rooms, all single beds with individual blankets, no				Total amount in	()	()
double decks, maximum of 3/persons with				words:		
coffee/drinking water and complete toiletries - Free use of facilities						()
- Free welcome streamer and tarpaulin					()	()
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-					()	()
For SSO use						

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/Sigr	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			