



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office VII

REQUEST FOR QUOTATION

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Real Property and Venue** for the **Workshop on the Formulation of Central Visayas Regional Statistical Development Program (CV-RSDP) 2018-2023 on January 19, 2018.**

Name of Project	Workshop on the Formulation of Central Visayas Regional Statistical Development Program (CV-RSDP) 2018-2023
Solicitation (If posted at the PhilGEPS)	0700-2018-01-001
Purchase Request No.	0700-2018-01-003
Location	PSA Regional Statistical Services Office VII – Cebu City
Brief Description	Venue and Accommodation
Quantity	Please refer to 2nd page
Approved Budget for the Contract (ABC)	₱73,900.00
Contract Duration	
Date of Delivery	January 19, 2018

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **January 10, 2018, 5:00PM** through the address below or through telefax nos. **(032)412-6794 / 254-0470** or through email address **(psa07.rbac@gmail.com)**:

Bids and Awards Committee (BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City
Attn.: Ms. Myrna Trinidad T. Cataluña
BAC Secretariat
Contact Nos.: (032)412-6794/254-0470

ENGR. LEOPOLDO P. ALFANTA JR.
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. The following documentary requirements must be submitted prior to payment:
 - *Mayor's/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
 - *Income/Business Tax Return*
 - *Omnibus Sworn Statement*
- Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, re-submission may no longer be required unless a certain document has already expired.**
4. Late submission of quotation shall not be accepted.
 5. Bids exceeding the ABC shall be disqualified.
 6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
 7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
 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.
 9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Venue (Function Hall can accommodate 50 pax) with Buffet meal (lunch) and 2 snacks (AM/PM) on January 19, 2018.	pax	35	800.00			()	()
Inclusions: Free use of projector and screen 2 Wireless microphone						()	()
Sound system						()	()
Free use of Wifi						()	()
Meals with a minimum of 3 main courses, Rice, Side dish, dessert, soup and drinks						()	()
Full board accommodation, double occupancy on January 19, 2018. Check in date on January 18, 2018.	Pax	11	3000.00			()	()
Full board accommodation, double occupancy for on January 18 and 19, 2018.	pax	4	3000.00			()	()

TOTAL AMOUNT IN WORDS :

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 authorized representative/Signature _____

Position: _____

Name of Company _____

TIN #: _____ (Please specify if **VAT or NON-VAT**)

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____