



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, **Shopping** for **Venue with meals during the 2015 POPCEN Data Dissemination Forum**.

<b>Name of Project</b>	<b>2015 POPCEN Data Dissemination Forum</b>
<b>Solicitation (If posted at the PhilGEPS)</b>	<b>0700-2017-10-032</b>
<b>Purchase Request No.</b>	<b>0700-2017-10-063</b>
<b>Location</b>	<b>PSA Regional Statistical Services Office VII – Cebu City</b>
<b>Brief Description</b>	<b>Venue with meals (AM snacks and buffet lunch)</b>
<b>Quantity</b>	<b>Please refer to 2<sup>nd</sup> page</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>₱80,000.00</b>
<b>Contract Duration</b>	
<b>Date of Delivery</b>	<b>November 14, 2017</b>

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **October 27, 2017, 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 with meals (AM snacks and Buffet Lunch on November 14, 2017 (8:00 AM to 1:00 PM)	pax	100				( )	( )
Inclusions:						( )	( )
- Free use of function room that can accommodate 100 participants						( )	( )
- Free use of microphone/podium and sound system						( )	( )
- Free electricity						( )	( )
- Free strong wifi connection						( )	( )
- Free flowing coffee, tea , water						( )	( )
- Free projector						( )	( )
- Free backdrop						( )	( )
<b>TOTAL AMOUNT IN WORDS :</b>							
_____							
_____							

**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. \_\_\_\_\_