



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, **Small Value Procurement** for the **Venue and Room Accommodation with AM/PM snacks and buffet meals for the Training/Workshop on Gross Regional Domestic Product (GRDP) and Gross Regional Domestic Expenditures (GRDE) on October 12-13, 2017.**

| | |
|---|--|
| Name of Project | Venue and Room Accommodation with AM/PM snacks and buffet meals for the Training/Workshop on Gross Regional Domestic Product (GRDP) and Gross Regional Domestic Expenditures (GRDE) on October 12-13, 2017 |
| Solicitation (If posted at the PhilGEPS) | 0700-2017-09-029 |
| Purchase Request No. | 0700-2017-09-058 |
| Location | Lapu-Lapu City |
| Brief Description | See page 2 of the RFQ |
| Quantity | See page 2 of the RFQ |
| Approved Budget for the Contract (ABC) | ₱ 292,000.00 |
| Contract Duration | October 11-14, 2017 |
| Date of Delivery | October 11-14, 2017 |

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **October 2, 2017, 5:00 p.m.** 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. Irish B. Velasco
BAC Secretariat
Contact Nos.: (032)412-6794/256-0592


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) (per unit) | Unit Price (in Peso) Please indicate your offer/price here. | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) | |
|---|------|------|--|---|------------------------------------|--|-----|
| | | | | | | YES | NO |
| Venue and room accommodation (double occupancy, separate beds) with AM & PM snacks and buffet meals (breakfast, lunch, and dinner) for the Training/Workshop on Gross Regional Domestic Product (GRDP) and Gross Regional Domestic Expenditures (GRDE) on October 12-13, 2017 | | | | | | () | () |
| <u>Full board accommodation (October 11-13, 2017 good for 17 participants per day for 2 nights room accommodation)</u> | Pax | 34 | 4,000.00/pax | | | () | () |
| Check-in : October 11, 2017 with dinner | | | | | | | |
| October 12, 2017 with breakfast, lunch, dinner, and AM/PM snacks | | | | | | | |
| Check-out: October 13, 2017 with breakfast, lunch, AM & PM snacks | | | | | | | |
| <u>Full board accommodation (October 11-14, 2017 good for 13 participants per day for 3 nights room accommodation)</u> | Pax | 39 | 4,000.00/pax | | | () | () |
| Check-in : October 11, 2017 with dinner | | | | | | | |
| October 12, 2017 with breakfast, lunch, dinner, and AM/PM snacks | | | | | | | |
| October 13, 2017 with breakfast, lunch, dinner, and AM/PM snacks | | | | | | | |
| Check-out: October 14, 2017 with breakfast, lunch, AM & PM snacks | | | | | | | |
| Inclusions: | | | | | | | |
| *Room accommodation (double occupancy, separate beds) | | | | | | () | () |
| *Free use of function room that can accommodate 30 pax | | | | | | () | () |
| *Registration table with telephone | | | | | | () | () |
| *Strong signal wifi connection | | | | | | () | () |
| *Good quality sound system with podium | | | | | | () | () |
| *Two (2) wireless microphones | | | | | | () | () |
| *LCD projector with screen | | | | | | () | () |
| *Free backdrop (8ft. x 8ft.) | | | | | | () | () |

| | | | | | | | |
|--|--|--|--|--|--|-----|-----|
| *Free flowing coffee/tea and water, candies or nuts | | | | | | () | () |
| *Token for participants | | | | | | () | () |
| *Training Kit (ballpen, notepad / notebook) | | | | | | () | () |
| Note: | | | | | | | |
| 1. Preferably located at Lapu-Lapu City | | | | | | () | () |
| 2. Specify any additional amenities/inclusions to be enjoyed by the participants for free. | | | | | | | |
| 3. Please attach menu upon submission of the quotation. | | | | | | () | () |
| 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. _____

Date: _____