

## **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, <u>Small Value Procurement</u> for the <u>Venue and room accommodation with AM/PM snacks, breakfast, lunch, and dinner during the Lecture-Workshop on Property, Plant, & Equipment on August 2-4, 2017.</u>

Name of Project	Venue and room accommodation with AM/PM snacks, breakfast, lunch, and dinner during the Lecture-Workshop on Property, Plant, & Equipment on August 2-4, 2017				
Solicitation (If posted at the PhilGEPS)	0700-2017-07-021				
Purchase Request No.	0700-2017-07-041B				
Location	Cebu City				
Brief Description	See page 2 of the RFQ				
Quantity	See page 2 of the RFQ				
Approved Budget for the Contract (ABC)	₱ 148,600.00				
Contract Duration					
Date of Delivery	August 2-4, 2017				

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.
- 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 REO.
- 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)	Unit Price (in Peso) Please indicate your offer/price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO	
Venue and room accommodation with AM/PM snacks and buffet meals (breakfast, lunch, and dinner) for the Lecture-Workshop on Property, Plant, & Equipment on Aug. 2-4, 2017 with the following breakdown:				here.		( )	( )
Live-in (Full Board Accommodation)							
Aug. 1, 2017 (check-in) to Aug. 5, 2017 (check-out) – 4 nights with full board accommodation good for 7 persons/day	pax	28	2,800.00				
Aug. 1, 2017 (check-in) to Aug. 4 (check-out) – 3 nights with full board accommodation good for 3 persons/day	pax	9	2,800.00				
<u>Live-out</u>	·						
Aug. 2 to 4, 2017 with AM/PM snacks and buffet meals (breakfast, lunch, & dinner) good for 10 persons per day	pax	30	1,500.00				:
Inclusions:							
*Menu (breakfast, lunch, & dinner): rice, soup, 3 main courses, dessert, & drinks *Room accommodation (twin or						( )	( )
triple sharing) *Free use of function room (can						( )	( )
accommodate 20 persons) *Good quality sound system with						( )	( )
podium *Two (2) microphones		i					( )
*LCD projector with screen  * Free backdrop (pls. indicate tarpaulin size upon submission of						( )	( )
the quotation)  *Free electricity  *Strong signal wifi connection  *Coffee and water station with free						( )	( )
flowing coffee/tea/mints *Token for the speakers *Training kit (pen, pencil, notepad)						( )	( )

Kindly specify any additional amenities/inclusions to be enjoyed by the participants for free.						
Please attached menu in your quotation.						
		I.				
					,	
Other Requirements:						
After having carefully read a prices noted above.	nd accepted	your Ten	ms and Cond	litions. I/We o	quote you on the i	tem at
Printed Name of authorized	representativ	/e/Signati	ure			_
Position:		_				
Name of Company						_
Address:	Email Address:					
Fax No	Tel No.:		Cel	lphone No		
Date:						
	additional amenities/inclusions to be enjoyed by the participants for free. Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read a prices noted above.  Printed Name of authorized Position:  Name of Company  TIN #:  Address:  Fax No.  Fax No.	additional amenities/inclusions to be enjoyed by the participants for free. Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read and accepted prices noted above.  Printed Name of authorized representative Position:  Name of Company  TIN #:  Address:	additional amenities/inclusions to be enjoyed by the participants for free. Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read and accepted your Temprices noted above.  Printed Name of authorized representative/Signate Position: Name of Company  TIN #:	additional amenities/inclusions to be enjoyed by the participants for free. Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read and accepted your Terms and Cond prices noted above.  Printed Name of authorized representative/Signature  Position:  Name of Company  TIN #:	additional amenities/inclusions to be enjoyed by the participants for free.  Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read and accepted your Terms and Conditions. I/We or prices noted above.  Printed Name of authorized representative/Signature  Position:  Name of Company  TIN #: (Please specify if VAT or NON-V Address: Email Address:  Fax No Tel No.: Cellphone No	additional amenities/inclusions to be enjoyed by the participants for free. Total live-in participants (7 females & 3 males) Please attached menu in your quotation.  AMOUNT IN WORDS:  Other Requirements:  After having carefully read and accepted your Terms and Conditions. I/We quote you on the i 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