

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 with Fullboard Accommodation during the 2nd Level PhilCRIS and DVSS Training on November 8-9, 2017.</u>

Name of Project	Venue with Fullboard Accommodation during the 2 nd Level PhilCRIS and DVSS Training on November 8-9, 2017			
Solicitation (If posted at the PhilGEPS)	0700-2017-10-033			
Purchase Request No.	0700-2017-10-065			
Location	Cebu City			
Brief Description	See page 2 of the RFQ			
Quantity	See page 2 of the RFQ			
Approved Budget for the Contract (ABC)	P 70,400.00			
Contract Duration	November 7-9, 2017			
Date of Delivery	November 7-9, 2017			

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **October 31, 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.
- 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 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	Qty.		Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate	Total Amount (VAT	Compliance with Technical Specifications (please check)			
(minimum)			(per unit)	your offer/price here.	inclusive)		ES		10
Venue with fullboard accommodation during the 2 nd Level PhilCRIS and DVSS Training on November 8-9, 2017 good for 16 participants per day (two nights) with the following breakdown:	pax	32	2,200.00/pax			()	()
Check-in: November 7, 2017 (with dinner)									
November 8, 2017 (with complimentary breakfast, AM snacks, lunch, PM snacks, & dinner)									
Check-out: November 9, 2017 with complimentary breakfast, AM snacks, lunch, & PM snacks)									
Inclusions:									
* Room accommodation (double/triple occupancy, separate beds)						()	()
* Complimentary breakfast * Buffet meals (lunch & dinner) * with AM & PM snacks * Menu (lunch & diner): rice, 1 soup, 1 appetizer, 2 main courses,						((()))	((()
dessert, & drinks * Free flowing coffee/tea and water * Free use of function room that can accommodate 16 pax on November 8-9, 2017						(}	()
* Registration table for the Secretariat						()	(}
* Free use of projector with screen * Strong signal wifi connection * Sound system with podium * At least two (2) microphones (preferably wireless microphone)						(()	((()
* Free electricity * Free backdrop (Pls. indicate tarpaulin size upon submission of quotation)						()	()
Note:				!					
1.) Kindly specify any additional amenities/inclusions to be enjoyed by the participants for free.						()	()
2.) Attach menu upon submission of the quotation.						() 	(}

Other Requirement					
After having carefu prices noted above	- · · · · · · · · · · · · · · · · · · ·	erms and Conditions. I/We quote you on the item at			
Printed Name of au	thorized representative/Signa	ature			
Position:					
Name of Company					
TIN #:	TIN #:(Please specify if VAT or NON-VAT)				
Address:	ddress:Email Address:				
Fax No	. Tel No.:	Cellphone No			
Date:					