



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 **Procurement of Room Accommodation and Venue & Food for the 1<sup>st</sup> SRWFDIS, 10<sup>th</sup> RWFDIS, and 10<sup>th</sup> WGISS Delegates on August 14, 2017.**

<b>Name of Project</b>	Procurement of Room Accommodation and Venue & Food for the 1 <sup>st</sup> SRWFDIS, 10 <sup>th</sup> RWFDIS, and 10 <sup>th</sup> WGISS Delegates on August 14, 2017
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2017-08-023
<b>Purchase Request No.</b>	0700-2017-08-047
<b>Location</b>	Cebu City
<b>Brief Description</b>	See page 2 of the RFQ
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 72,000.00
<b>Contract Duration</b>	
<b>Date of Delivery</b>	August 14, 2017

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before August 11, 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
Room accommodation within Ayala business district, double occupancy, separate bed, 2 rooms per night  <b>August 13, 2017 - check-in</b> <b>August 15, 2017 - check-out</b>	room	4	3,000.00			( )	( )
Venue and food for welcome dinner of the 1 <sup>st</sup> SRWFDIS, 10 <sup>th</sup> RWFDIS, and 10 <sup>th</sup> WGIIS delegates on August 14, 2017, buffet style, menu should consist of: bread and butter 1 starter 1 salad 1 soup 3 main courses 2 side dishes 4 desserts, fruits 1 round of drink or juice  <b>Inclusions:</b>  *Free electricity *PA system & 2 microphones *Complimentary use of LCD projector & screen *Four (4) hours complimentary use of function room *Free wi-fi *Podium *Backdrop *Technical & service staffs on stand-by *Venue can accommodate 50-60 pax and cultural presentation is allowed, isolated from other dining guests	pax	50	1,200.00			( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )
						( )	( )

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. \_\_\_\_\_

Date: \_\_\_\_\_