



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, Small Value Procurement for **Hotel Accommodation with Meals and Snacks for PSA-ADN Employees' Group Learning Session Activity & Orientation on ISO 9001: 2015 at Surigao City.**

Name of Project	General Administrative Support Service
Solicitation	PR No. 2017-06-027
Location	Surigao City
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱ 76,500.00
Contract Duration	June 24-26, 2017

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 8:00 am on **June 20, 2017** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
9. 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

Item/s and specifications (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Hotel Accommodation and Meals & Snacks for PSA-ADN Employees' Group Learning Session Activity & Orientation on ISO 9001: 2015 Location: Surigao City						
A. Date June 24, 2017 Accommodation with 2 Meals (Lunch and Dinner) and 2 Snacks (AM & PM)	pax	17	₱ _____	₱ _____		
B. Date: June 25, 2017 Accommodation with 3 Meals (Breakfast, Lunch, and Dinner) and 2 Snacks (AM & PM)	pax	17	₱ _____	₱ _____		
C. Date: June 26, 2017 1 Meal (Breakfast)	pax	17	₱ _____	₱ _____		
Meals: 3 Viands; 1 Side Dish; 1 Dessert; 1 Soup; 1 Soft Drinks; Rice				Total amount in words: _____ _____ _____		
Note: • With facilities for outdoor and aqua sports and teambuilding activities. • With Platinum Philgeps Certificate						

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: _____
 Address: _____ Emai Address: _____
 Fax No. _____ Tel No. _____ Cellphone No. _____
 Date: _____