



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Regional Bids and Awards Committee (RBAC) will undertake the alternative mode of procurement, Small Value Procurement for Hotel Accommodation and Meals for Seminar-Workshop on System for Environmental-Economic Accounting.

Name of Project	Seminar-Workshop on System for Environmental-Economic Accounting.
Solicitation	RSSO PR No. 2017-08-0195
Location	Butuan City
Brief Description	Refer to Bid Form Below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	P 330,450.00
Contract Duration	September 5-10, 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 **August 25, 2017** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Barangay Imadejas, Butuan City.

MELCHOR B. BAUTISTA
RBAC Chairperson

Terms and Conditions:

- 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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.
- 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.
- 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.
- 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 specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
In Lot: Hotel Accommodation and Meals for Seminar-Workshop on System for Environmental-Economic Accounting						
Meals and Hotel Accommodation						
Meals - 3 Main Dish, Soup, Dessert, Softdrinks/Juice, Rice; Snacks - (to be pre-selected by PSA)						
Date: September 5, 2017 (Tuesday)						
Item 1. Breakfast	pax	7	₱ _____	₱ _____		
Item 2. AM Snacks	pax	7	₱ _____	₱ _____		
Item 3. Lunch	pax	7	₱ _____	₱ _____		
Item 4. PM Snacks	pax	7	₱ _____	₱ _____		
Item 5. Dinner	pax	15	₱ _____	₱ _____		
Item 6. Accomodation(Rooms for 2)	room	4	₱ _____	₱ _____		
Item 7. Accomodation(Single Room)	room	6	₱ _____	₱ _____		
Item 8. Accomodation(Matrimonial)	room	1	₱ _____	₱ _____		
Date: September 6, 2017 (Wednesday)						
Item 9. Breakfast	pax	45	₱ _____	₱ _____		
Item 10. AM Snacks	pax	60	₱ _____	₱ _____		
Item 11. Lunch	pax	60	₱ _____	₱ _____		
Item 12. PM Snacks	pax	60	₱ _____	₱ _____		
Item 13. Dinner	pax	60	₱ _____	₱ _____		
Item 14. Accomodation(Rooms for 2)	room	4	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Item 15. Accommodation(Rooms for 3)	room	14	P _____	P _____		
Item 16. Accommodation(Single Room)	room	6	P _____	P _____		
Item 17. Accommodation(Matrimonial)	room	1	P _____	P _____		
Date: September 7, 2017 (Thursday)						
Item 18. Breakfast	pax	3	P _____	P _____		
Item 19. AM Snacks	pax	60	P _____	P _____		
Item 20. Lunch	pax	60	P _____	P _____		
Item 21. PM Snacks	pax	60	P _____	P _____		
Item 22. Dinner	pax	60	P _____	P _____		
Item 23. Accommodation(Rooms for 2)	room	4	P _____	P _____		
Item 24. Accommodation(Rooms for 3)	room	14	P _____	P _____		
Item 25. Accommodation(Single Room)	room	6	P _____	P _____		
Item 26. Accommodation(Matrimonial)	room	1	P _____	P _____		
Date: September 8, 2017 (Friday)						
Item 27. Breakfast	pax	3	P _____	P _____		
Item 28. AM Snacks	pax	60	P _____	P _____		
Item 29. Lunch	pax	60	P _____	P _____		
Item 30. PM Snacks	pax	60	P _____	P _____		
Item 31. Dinner	pax	7	P _____	P _____		
Item 32. Accommodation(Single Room)	room	6	P _____	P _____		
Item 33. Accommodation(Matrimonial)	room	1	P _____	P _____		
Date: September 9, 2017 (Saturday)						
Item 34. AM Snacks	pax	7	P _____	P _____		
Item 35. Lunch	pax	7	P _____	P _____		
Item 36. PM Snacks	pax	7	P _____	P _____		
Item 37. Dinner	pax	7	P _____	P _____		
Item 38. Accommodation(Single Room)	room	6	P _____	P _____		
Item 39. Accommodation(Matrimonial)	room	1	P _____	P _____		
Date: September 10, 2017 (Sunday)						
Item 40. Breakfast (FREE) for 7 pax						
Other Inclusion:						
1. Strong Wifi connection for the use of participants, free venue, and free flowing coffee						
2. Provision of excellent functioning sound system, microphones and able to provide and/or allow use of computers/laptops/tablets and projectors/Infocus						
3. Venue: Within Butuan City						
Note: 1. FREE Breakfast for those participants with accommodation & FREE use of Function Hall.						
Total Amount, in figures				P _____		
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: _____

Address: _____ Email Address: _____

Fax No.: _____ Tel No: _____ Cellphone No.: _____

Date: _____