



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office VII

REQUEST FOR QUOTATION

RFQ # 2019-03-088

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through the Region 7 Bids and Awards Committee (RO7-BAC) will undertake Alternative Mode of Procurement, - Lease of Real Property and Venue for the Procurement of Room Accommodation, Food and Venue during the Training for Central Visayas Regional Statistics Committee Members on Infographics on April 1-2, 2019.

Name of Project	Training for Central Visayas Regional Statistics Committee Members on Infographics on April 1-2, 2019
Solicitation (If posted at the PhilGEPS)	0700-2019-03-019
Purchase Request No.	0700-2019-03-023
Location	PSA-RSSO VII, Colon St., Cebu City, Cebu
Brief Description	Room accommodation, Food and Venue (see page 2 for the detailed description)
Quantity	133/pax
Approved Budget for the Contract (ABC)	Php 182,500.00
Contract Duration	March 31, 2019- April 3, 2019
Date of Delivery	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **27 March 2019, 5:00 P.M** through the address below or through email address (psa07.rbac@gmail.com):

*Regional Bids and Awards Committee (RBAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City
Attn.: Mr. Caylord D. Niala/ Ms. Melita C. Jomud/ Ms. Irish B. Velasco
RBAC Secretariat
Contact Nos.: (032)412-6794/254-0470*


EDWINA M. CARRIAGA
Chairperson, RO 7-BAC

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.
- The following documentary requirements must be submitted prior to payment:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return

Note: If the abovementioned documents were already submitted, re-submission may no longer be required unless a certain document has already expired.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- 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.
- 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.
- Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Please don't forget to check the Compliance with Technical Specifications column. Non-compliance will result to disqualification.

Item/s and specification/s (minimum)	Unit	Qty	Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
1. Training on Infographics (1-2 April 2019)							
Food (AM and PM Snacks, buffet lunch with minimum of 4 main courses) and venue for the training on Infographics	Pax	100	1,000.00			()	()
Number of participants per day: 61 including 11 PAX with accommodation			Total ABC (100,000.00)				
Inclusions:							
✓ Free use of function room that can accommodate up to 60 pax						()	()
✓ Free use of microphone/podium and sound system						()	()
✓ Free strong wifi connection, min. 20 mbps that can accommodate 60 users for the workshop						()	()
✓ Free use of electricity and extension wires for the laptops						()	()
✓ Free flowing brewed coffee, tea, water, milo, mixed nuts and candies						()	()
✓ Free use projector						()	()
✓ Free backdrop , 6x8 ft						()	()
✓ with standby service crew and/or after care						()	()
✓ no use of styrofoam and plastic utensils						()	()
2. Full board accommodation during the Training on Infographics for 11 PAX good for 3 days	pax	33	2,500.00			()	()
✓ Three single occupancy			Total ABC (82,500.00)			()	()
✓ Four double occupancy, separate beds						()	()
Check in: <u>31 March 2019</u> with buffet dinner <u>1 April 2019</u> with breakfast, AM/ Pm snacks, Lunch and dinner <u>2 April 2019</u> with breakfast, AM/ Pm snacks, Lunch and dinner Check out: <u>03 April 2019</u> with buffet breakfast							
TOTAL AMOUNT IN WORDS: _____							