



Republic of the Philippines

**Philippine Statistics Authority**

**Region XI - Davao**

## REQUEST FOR QUOTATION

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Telephone / Fax No. \_\_\_\_\_

Business Permit Number : \_\_\_\_\_

TIN Number : \_\_\_\_\_

PhilGEPS Registration No. : \_\_\_\_\_

The Philippine Statistics Authority XI Regional Office, through its Technical Working Group (TWG) is currently in the process of procuring good/s for official purpose/s indicated in the succeeding page.

The office invites you in this procurement, and requests that you quote your best offer for goods described therein, subject to the Terms and Conditions provided at the dorsal portion of this form.

Have your sealed quotation sent to the office through the address below on or before November 23, 2016 at 12:00 noon. Opening of bids shall be done at 1:00 pm the same day.

THE CHAIRPERSON  
Technical Working Group (TWG) on Procurement  
Philippine Statistics Authority XI - Regional Office  
2/F Ango Bldg., J.P. Cabaguio Ave., Davao City  
Phone/Fax No. (082) 226-4759  
E-Mail Address: psaregion11@yahoo.com

You shall be informed soon once the TWG finds that you pass and have the lowest price quotation/s among participating suppliers/bidders/service providers.

Thank you very much for your cooperation.

**(SGD.) PERLITA D. ARMAS**  
Chairperson



After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

No.	GOODS FOR PRICE QUOTATION			Approved Budget Cost (ABC)	Offered Price			Compliance to technical specifications	
	Specification/s	Unit	Qty		Unit Price	Tax	Total Price (F + G)	(Please Check)	
								Yes	No
A	B	C	D	E	F	G	H	I	J
1.	<b>2017 Regional Planning Workshop and General Assembly December 20 – 23, 2016</b>  <b>FoodRequirements:</b> December 20: Buffet Lunch PM Snacks Buffet Dinner December 21: Breakfast AM Snacks Buffet Lunch PM Snacks Buffet Dinner December 22: Breakfast AM Snacks Buffet Lunch PM Snacks Buffet Dinner December 23: Breakfast  <b>Accommodation Requirements</b> Check In Dec. 20,12 noon Check In Dec. 22,12 noon Check out Dec 23,12 noon  PLEASE SPECIFY RATES: Single Occupancy Twin Sharing Triple Sharing  <b>Function Room Requirements</b> December 20, 2016 11AM – 9PM December 21, 2016 7 AM – 9 PM December 20, 2016 7 AM – 12 PM December 21, 2016 7 AM – 4 PM  <b>Other Requirements:</b> At least 3 microphones Rostrums Projector screens Sound Systems Secretariat's Table Energy for Laptop/Projector/ Printer Flowing Coffee Backdrops WiFi Telephone Please specify amenities offered Corkage, if any	pax	52 52 52  52 52 52 52 52  52 52 52 132 132       52 80       52 52 52 132 132	Php590,000.00					



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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required using this RFQ Form.
2. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
3. Terms of payment shall be made through check payable to the supplier by the PSA-XI, after receiving the Statement of Accounts.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) which complies with the minimum technical specifications and other terms and conditions stated therein.
5. The lowest bidder shall be informed immediately, and may be asked to submit additional requirements after the opening of bids or during post qualification.
6. Price quotation/s, to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
7. The availability of the items quoted shall be guaranteed at most 50 days from the date of canvass.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
9. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, and makes no assurance

NOTE: VAT REGISTERED SUBJECT TO WITHHOLDING TAX

Supplies - amount/1.12 x 1 & 5 (including VAT)

Services - amount/1.12 x 2 & 5 (including VAT)

\_\_\_\_\_  
Name and Signature of  
Owner / Representative

\_\_\_\_\_  
Name and Signature of  
Canvasser