



Republic of the Philippines

**Philippine Statistics Authority**

Regional statistical and services office xi

## 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 goods and services 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 \_\_\_\_\_, 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



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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.	<p><b>FOOD, VENUE AND ACCOMODATION FOR THE Agri-Stat Fourth Quarter Regional Data Review on December 12 – 16, 2016</b></p> <p><b>Food Requirements:</b>            December 12, 2016                AM Snacks                Buffet Lunch                PM Snacks                Dinner            December 13-15, 2016                Breakfast                AM Snacks                Buffet Lunch                PM Snacks                Dinner            December 16, 2016                Breakfast                AM Snacks                Buffet Lunch                PM Snacks</p> <p><b>Accommodation Requirements:</b>            Check In: 12 NN Dec. 12, 2016            Check Out: 12 NN Dec. 16, 2016</p> <p><b>Function Room Requirements</b>            6 AM – 9PM            Other Requirements:            At least 4 microphones in Rostrums            projector screens            Sound Systems            Secretariat's Table            Energy for:                Laptop/Projector/ Printer            Flowing Coffee            Backdrop            Please specify amenities offered            Corkage, if any</p>	pax	30	<b>PhP300,000.00</b>						



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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 automatically rejected.
3. In all cases, suppliers are PhilGEPS registered. However, if supplier is not registered, and interested to participate in the bidding process, the procuring entity may register the supplier on their behalf, provided the supplier has a DTI/CDA Registration Number and Tax Identification Number.
4. Terms of payment shall be made through check payable to the supplier by the PSA-XI. All payments shall always be subject to applicable BIR regulations.
5. 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.
6. The lowest bidder shall be informed immediately, and may be asked to submit additional requirements after the opening of bids or during post qualification.
7. Price quotation/s, to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
8. The availability of the items quoted shall be guaranteed at most 50 days from the date of canvass.
9. PSA-XI agrees to pay 100% of the contract price upon receipt of the Statement of Accounts from the supplier.
10. 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.
11. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, and makes no assurance that procurement shall be entered into as a result of this invitation.

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)

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Name and Signature of  
Owner / Representative

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Name and Signature of  
Canvasser