



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

REQUEST FOR QUOTATION
RFQ#: 2018-070

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement for venue and accommodation for the conduct of Quarter 3 Directorate Meeting and PSAI Conference.**

Name of Project	Quarter 3 Directorate Meeting and PSAI Conference
Solicitation (If posted at the PhilGEPS)	0700-2018-08-039
Purchase Request No.	0700-2018-08-075
Location	Bohol Province
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	Php 705,000.00
Contract Duration	
Date of Delivery	18-21 September 2018

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **24 August 2018, 5:00 PM** through the address below or through the email address (psa07.rbac@gmail.com): Kindly write the **RFQ Reference Number** on the envelope upon submission.

Regional Bids and Awards Committee (RBAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City
Attn.: Mr. Cayylord D. Niala/Ms. Ann Emilyn S. Eballe
Ms. Melita Jomuaad/Ms. Leslie Marie Zuasula
RBAC Secretariat
Contact Nos.: (032)412-6794/256-0592


HERA B. JUAREZ
RBAC Vice-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.
- The following documentary requirements must be submitted during submission of the bid form / quotation:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return
 - Omnibus Sworn Statement

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.

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BID FORM

NOTE: Kindly check YES/NO if complied or not.

Item/s and Specifications/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC) per Unit	Unit (in peso) Please indicate your offer/price here	Total Amount (VAT Inclusive)	Compliance with Technical Specifications	
						YES	NO
Fullboard accommodation (buffet meals <breakfast, lunch and dinner> and AM/PM snacks) from Sept. 18-21, 2018, five (5) nights, single occupancy good for <u>4 pax</u> per day with the following details:	pax						
Check-in: Sept. 17, 2018 with lunch, PM snacks and dinner							
Check-out: Sept. 22, 2018 with breakfast & AM snacks							
Fullboard accommodation (buffet meals <breakfast, lunch and dinner> and AM/PM snacks) from Sept. 18-21, 2018, five (5) nights, double occupancy (should be separate beds) good for <u>43 pax</u> per day with the following details:							
Check-in: Sept. 17, 2018 with lunch, PM snacks and dinner	pax						
Check-out: Sept. 22, 2018 with breakfast & AM snacks							
Inclusions:					705,000.00		
*venue will be in BOHOL							
*Complimentary breakfast							
*Buffet meals (lunch & dinner)							
*Menu: rice, 1 soup, 1 appetizer, 3 main courses, dessert & drinks							
*free use of function room that can accommodate 50 participants							
*free use of microphones (preferably 10 pcs), podium and sound system							
*free strong wifi connection							
*free electricity							
*free flowing coffee, tea, and water							
*free use of the projector and projector screen							
*free backdrop (please indicate tarpaulin size offered upon submission of quotation)							
*with standby function/meeting room for Execom (that can accommodate up to 15 pax							
Note:							
1. Kindly specify any additional amenities/inclusions to be enjoyed by the participants for free.							
TOTAL AMOUNT IN WORDS :							
Other Requirements:							

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 _____

TIN #: _____ (Please specify if VAT or NON-VAT)

Address: _____ Email Address: _____

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

Date: _____