

## **REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake small value procurement with the following details:

Name of Project	Food, venue and Accommodation for Guest and Participants –
	GRDP News conference on April 26, 2018
Solicitation	18-04-031-SOCD
Location	Legazpi City
Brief Description	
Quantity	Please see attached Bid Form-page 2
Approved Budget for the	
Contract (ABC)	P82,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 10:00 AM on April**, **2018** at the **Administrative Division**, **2**<sup>nd</sup> **FIr. Albay Capitol Annex Bldg. 1**, **Legazpi City** 

ANABELLA D. BARQUILLA RBAC Chairman

## **Terms and Conditions:**

- 1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- 2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- 3. Late submission of quotation shall not be accepted.
- 4. Bids exceeding the ABC shall be disqualified.
- 5. 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.
- 6. 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.
- 7. Terms of Payment shall be made through check payable to the supplier.
- 8. 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.

## PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

Page 2

## **BID FORM**

Item/s and specification/s				Total Amount	Compliance with Technical	
(minimum)	Unit	Qty.	Unit Price	(VAT inclusive)	Specifications	
(minimum)				(VAI IIICIUSIVE)	(please	
Food, Venue & Accommodation for Guest & Participants re: conduct of GRDP News Conference	Pax	100			YES ( ) ( ) ( )	NO ( ) ( ) ( )
2. Accommodation with free breakfast (April 25-26, 2018):					( )	( )
Two (2) rooms – single room	pax	2			( )	( )
Check-in – April 25, 2018 Check-out – April 27, 2018 xxxx					( )	( )
For official use of PSA-RSSO V, Legazpi City re: conduct of GRDP News Conference on April 26, 2018				Total amount in words:		<pre>( ) ( ) ( ) ( ) ( ) ( ) ( )</pre>
Other Requirements:						

After having carefully read a noted above.	and accepted your	Terms and Conditions. I/We quote you on the item at p	orices
Printed Name of authorized	I representative/Sig	gnature	
Position:			
Name of Company			
Address:			
Fax No	Tel No.:	Cellphone No	
Date:	<del></del>		

LBP ACCOUNT NUMBER OF ESTABLISHMENT: \_\_\_\_\_

Printed Name & Signature of Canvasser:	