



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 _____, 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.	FOOD, VENUE AND ACCOMODATION FOR THE HOUSEHOLD SURVEY ON DOMESTIC VISITORS Second Level Training November 7 - 9, 2016 Food Requirements: November 7, 2016 AM Snacks Buffet Lunch PM Snacks Dinner November 8 – 9, 2016 Breakfast AM Snacks Buffet Lunch PM Snacks Dinner November 10, 2016 Breakfast Accommodation Requirements: Check In: 12 nn November 7, 2016 Check Out: 12 nn November 10, 2016 Please specify: Single Occupancy Twin-Sharing Triple- Sharing Function Room Requirements 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	pax	35	PhP157,500.00						

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required using this RFQ Form..
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
- 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.
- 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.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) which complies with the minimum technical specifications and other terms



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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