



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

REQUEST FOR QUOTATION

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 the Venue on **Women's Summit in celebration with the 2018 Women's Month on 22 March 2018**.

Name of Project	Venue on Women's Summit in celebration with the 2018 Women's Month on 22 March 2018.
Solicitation (If posted at the PhilGEPS)	0700-2018-03-009
Purchase Request No.	0700-2018-02-014
Location	Cebu City/Mandaue City/Lapu-Lapu City
Brief Description	Please refer to 2nd page
Quantity	Please refer to 2nd page
Approved Budget for the Contract (ABC)	₱58,500.00
Contract Duration	
Date of Delivery	22 March 2018

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **9 March 2018, 5:00PM** through the address below or through email address (psa07.rbac@gmail.com):

*Bids and Awards Committee (BAC)
Philippine Statistics Authority – RSSO VII*

*Gaisano Capital South Bldg, Colon St. Cebu City
Attn.: Mr. Caylord D. Niala/ Ms. Ann Emilyn S. Eballe
RBAC Secretariat
Contact Nos.: (032)412-6794/254-0470*


AURELIA M. CANDA
BAC Chairperson

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. The following documentary requirements must be submitted prior to payment:
 - *Mayor's/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
 - *Income/Business Tax Return*
 - *Omnibus Sworn Statement*

Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, re-submission may no longer be required unless a certain document has already expired.

4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.

7. 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.
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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Full board accommodation, Triple occupancy, separate beds, with buffet meals (lunch & dinner) and AM/PM snacks on 22 March 2018 . With the following details: Check in date on 22 March 2018 Check out date on 23 March 2018 with buffet breakfast Inclusions: - Free use of function room - Free use of microphone/podium and sound system - Free strong wifi connection - Free electricity - Free flowing coffee, tea, water - Free projector	pax	39	1,500.00	—		()	()
TOTAL AMOUNT IN WORDS : <hr/> <hr/>						()	()

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. _____