

Republic of the Philippines

**PHILIPPINE STATISTICS AUTHORITY**

Region 10

Gusa, Cagayan de Oro City

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Committee on Shopping Small Value Procurement will undertake negotiated procurement for the lease of venue and Hotel accommodation for the January 2017 LFS 2nd Level Training. Details of the procurement are as follows:

|  |  |
| --- | --- |
| **Name of Project**  | **Lease of venue and Hotel accommodation** |
| **Solicitation**  | PR No. 2016-12-0421 dated December 16, 2016  |
| **Location**  | Cagayan de Oro City |
| **Brief Description**   | Venue for the January 2017 LFS Second Level Training on December 27 – 29, 2016  |
| **Quantity**  | 13pax |
| **Approved Budget for the Contract (ABC)**  | P78,000.00 (P2,000/pax x 3days x 13pax ) |
| **Date of Delivery** | December 26, 2016 |

Please quote your **lowest price** on the item/s listed on the next page and submit the quotation not later than 12:00 nn on December 22, 2016 **thru telefax (088) 856-2679,** email**,** **nso10\_accounting@yahoo.com** **or** personally at the **Philippine Statistics Authority, Regional Office No. 10, Pride Rock Business Park, Gusa, Cagayan de Oro City.**

**VIRGIE A. GAYLA**

 Chairperson

**Terms and Conditions:**

1. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.

2. Late submission of quotation shall not be accepted.

3. Bids exceeding the ABC shall be disqualified.

4. Terms of Payment shall be made through check payable to the supplier.

5. Please submit/update your registration with the PSA (please disregard if you have already

submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.

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. 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.

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.

January 2017 LFS Second Level Training on December 27 – 29, 2016

December 26, 2016 – Check in time – Lodging with dinner.

December 27, 2016 - Full Board with complimentary breakfast

December 28, 2016 – Full Board with complimentary breakfast

December 29, 2016 – Check-out with complimentary Breakfast

Training venue for December 27 to 29, 2016 for 13 pax with LCD Projector Screen.

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item noted above at

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Printed Name of authorized representative/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EmailAddress:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FaxNo.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cellphone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Canvasser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_