**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 2017 National Demographic & Health Survey (NDHS) Second Level Training. Details of the procurement are as follows:

|  |  |
| --- | --- |
| **Name of Project** | **Lease of venue and Hotel accommodation** |
| **Solicitation** | PR No. 2017-06-1078 dated June 22, 2017 |
| **Location** | Cagayan de Oro City, Misamis Oriental |
| **Brief Description** | Venue for the 2017 National Demographic & Health Survey (NDHS) Second Level Training on July 9 – 29, 2017 |
| **Quantity** | 20 days for 28pax |
| **Approved Budget for the Contract (ABC)** | P1,064,000.00 (20 days x 28pax P1,900/pax) |
| **Date of Delivery** | July 9, 2017 |

Please quote your **lowest price** on the item/s listed on the next page and submit personally your SEALED QUOTATION not later than 12:00 nn on June 30, 2017 **thru telefax (088) 856-2679,** email**,** [**nso10\_accounting@yahoo.com**](mailto: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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item/s and specification/s**  **(minimum)** | **Unit** | **Qty.** | **Unit Price** | **Total Amount**  **(VAT inclusive)** | **Compliance with Technical Specifications (please check)** | |
| **YES** | **NO** |
| **Function Room & Accommodation** |  |  |  |  | **( )** | **( )** |
| Check-in: July 9 (with Dinner) | 28 | pax | ₱ | ₱ | **( )** | **( )** | **( )** |
| Training Proper: |  |  |  |  | **( )** | **( )** |
| July 10-28 ( 19 days) | 28 | pax | ₱ | ₱ | **( )** | **( )** |
| *(with Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)* |  |  |  |  |  |  |
| Check-out: July 29 (with Breakfast, AM & PM  Snacks, Lunch) | 28 | Pax | ₱ | ₱ | **( )** | **( )** |
| Send bill arrangement |  |  |  |  | **( )** | **( )** |
| Comfortable space for 28 participants |  |  |  |  | **( )** | **( )** |
| With a good lighting condition of training room |  |  |  |  | **( )** | **( )** |
| With free flowing coffee and tea |  |  |  |  | **( )** | **( )** |
| Free use of function room until 8:30 pm |  |  |  |  | **( )** | **( )** |
| **Contact Person:**  MARY JANE BATALLONES  2nd Floor B4 Pride Rock Business Park, Gusa  Highway Gagayan De Oro City, Misamis Oriental 9000  TeleFax: (088) 856-4778  x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x  **For the Conduct of 2017 NDHS Second Level Training** |  |  |  | Total amount in words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_