



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Accommodation of Field Office participants for the Training on Management Workshop on the Use of the Harmonized Gender and Development Guidelines for GFPS from 05 to 11 May 2024** which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **420,000.00** *Four Hundred Twenty Thousand Pesos Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** **MAY 02 2024** at *11:00am* through email at bac-secretariat@psa.gov.ph

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at gsdprocurement.psa@gmail.com

Minerva E. Esquivias
MINERVA ELOISA P. ESQUIVIAS
 Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than MAY 02 2024 at <u><i>11:00am</i></u>	Together with the quotations.
Notarized Omnibus Sworn Statement		

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PR No. 24-04-0409

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Accommodation of Field Office participants for the Training on Management Workshop on the Use of the Harmonized Gender and Development Guidelines for GFPS from 05 to 11 May 2024	lot	1				
Total Number Personnel (35 pax)						
Venue: Within Quezon City						
Mode of Payment: Send Bill						
-35 pax for 6 nights						
Date - 05 to 11 May 2024						
(13 - twin sharing - separate beds and blankets)						
(3 - triple sharing - separate beds and blankets)						
Check in: 2:00 PM (05 May 2024)						
Check out: 12:00 PM (11 May 2024)						
Room Accommodation Requirements:						
- Separate beds						
- Non-smoking air-conditioned rooms						
- Complimentary high speed internet access with at least 100 mbps						
- Complimentary coffee, tea, water, and newspaper						
- Provision of complete toiletries, face mask, alcohol and slipper						
Food Requirements:						
* No Cream Dory						
* Non-Pork for the selected participants						
* Complimentary breakfast buffet						
* Meals:						
- 06 to 11 May 2024 (35 pax, Breakfast)						
Other Requirements:						
* Free domestic calls						
* Free parking						
* Free use of amenities and other hotel facilities						
* Free from winged insects (cockroach, flies, mosquitos, etc.)						
* Not near in casinos/pleasure districts						
* Submit Proposal						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____