**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Committee on Shopping Small Value Procurement will undertake negotiated procurement for the Directorate Conference. Details of the procurement are as follows:

|  |  |
| --- | --- |
| **Name of Project**  | **Food ,Hotel accommodation, Function & Directorate Conference**  |
| **Solicitation**  | PR No. 2017-05-1033 dated May 12, 2017  |
| **Location**  | Cagayan de Oro City |
| **Brief Description**   | Food & Hotel Accommodation for the Directorate Conference on May 25 - 27, 2017 |
| **Quantity**  | 50pax  |
| **Approved Budget for the Contract (ABC)**  | P312,500.00 (50pax @ P2,500/pax x 2.5 days) |
| **Date of Delivery** | May 25, 2017 |

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 May 17 , 2017 **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.

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

Directorate Conference

May 25, 2017 – PM Snacks @ 50pax

 Dinner @ 100pax

May 26, 2017 - Fullboard with complementary Breakfast

 Am snacks/lunch/pm snacks

 Dinner @ 50pax

May 27, 2017 - Check out w/ complimentary breakfast

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

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

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

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

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

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