



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 **Food and Venue with Full Board Accommodation during the Lecture-Workshops on PPE and Supply Recording and Management on May 29-31, 2017.**

<b>Name of Project</b>	Food and Venue with Full Board Accommodation during the Lecture-Workshops on PPE and Supply Recording and Management on May 29-31, 2017
<b>Solicitation (If posted at the PhilGEPS)</b>	
<b>Purchase Request No.</b>	0700-2017-05-028
<b>Location</b>	Cebu City
<b>Brief Description</b>	See page 2 of the RFQ
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	₱ 176,600.00
<b>Contract Duration</b>	
<b>Date of Delivery</b>	May 29-31, 2017

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **May 11, 2017, 5:00 p.m.** through the address below or through telefax nos. **(032)412-6794 / 256-0470** 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.: Ms. Irish B. Velasco  
BAC Secretariat  
Contact Nos.: (032)412-6794/256-0592*

  
**ENGR. LEOPOLDO P. ALFANTA JR.**  
BAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- The following documentary requirements must be submitted during submission of the bid form / quotation:

- Mayor's/Business Permit
- PhilGEPS Registration Number/Certificate
- Income/Business Tax Return
- Omnibus Sworn Statement

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

- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- The Lowest Calculated and Responsive Bidder shall be informed immediately.
- 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.
- 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.
- Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

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## BID FORM

<b>Item/s and specification/s (minimum)</b>	<b>Unit</b>	<b>Qty.</b>	<b>Approved Budget Cost (ABC)</b>	<b>Unit Price (in Peso) Please indicate your offer/price here.</b>	<b>Total Amount (VAT inclusive)</b>	<b>Compliance with Technical Specifications (please check)</b>	
						<b>YES</b>	<b>NO</b>
Food (buffet meals <breakfast, lunch, and dinner> and AM/PM snacks) and venue with room accommodation (triple occupancy) during the Lecture-Workshops on PPE and Supply Recording and Management on May 29-31, 2017 with the following breakdown:						( )	( )
<b>LIVE-IN (full board accommodation)</b>							
May 28-June 1, 2017 (4 nights with full board accommodation <buffet breakfast, lunch, dinner, & AM/PM snacks>, 11 pax/day)	pax	44	2,800.00				
May 28-31, 2017 (3 nights, with full board accommodation, 1 pax/day)	pax	3	2,800.00				
<b>LIVE-OUT</b>							
May 29-31, 2017 (3 days with buffet breakfast, lunch, dinner, & AM/PM snacks, 10 pax/day)	pax	30	1,500.00				
<b>Inclusions:</b>							
* Free use of function room						( )	( )
* Free use of projector with screen						( )	( )
* Strong signal wifi connection						( )	( )
* Sound system with podium						( )	( )
* At least two (2) microphones						( )	( )
* Free electricity						( )	( )
* Free backdrop (Pls. indicate tarpaulin size upon submission of the quotation)						( )	( )
* Free flowing coffee/tea and water						( )	( )
<b>Note:1.) Kindly specify any additional amenities/inclusions to be enjoyed by the participants for free. 2.) Attach menu upon submission of the quotation.</b>							

**TOTAL AMOUNT IN WORDS :** \_\_\_\_\_  
 \_\_\_\_\_

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. \_\_\_\_\_

Date: \_\_\_\_\_