



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, Negotiated Procurement-Meals, Snacks, Accommodation and Rental of Session Hall, details as follows:

Name of Project	Regional Core IS Indicator Workshop
Solicitation	PR No. 2016-10-176
Location	Butuan City
Brief Description	In Lot: Meals, Snacks and Accommodation Activity: Regional Core IS Indicator Workshop Item 1 to 5: See details on Bid Form
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱149,000.00
Date of Delivery	November 8, 2016

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 am on November 4, 2016 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.


MELCHOR B. BAUTISTA
SBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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.
7. 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.
8. 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.
9. 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

BID FORM

Items/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
IN LOT: Meals/Snacks and Accommodation Activity: Regional Core IS Indicator Workshop Date of Activity: November 8, 2016						
Item 1: AM Snacks	Pax	150	₱ _____	₱ _____		
Item 2 Lunch	Pax	150	₱ _____	₱ _____		
Item 3: PM Snacks	Pax	150	₱ _____	₱ _____		
Item 4: Dinner	Pax	50	₱ _____	₱ _____		
Item 5: Accommodation	Pax	24	₱ _____	₱ _____		
Item 6: Rental for Session Hall	Day	1	₱ _____	₱ _____		
Requirements: 1. Location is in BUTUAN CITY 2. Provision of overflowing coffee; 3. Use of venue, sound system, microphone, extension wire, LCD Projector screen or board are all included in the package 4. Strong Wi-Fi for the use of 150 participants. 5. Session Hall will be used during the break out session.				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: _____

Address: _____ Email Address: _____

Fax No.: _____ Tel No.: _____ Cellphone No. _____