



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, NP-Small Value Procurement on Meals/Snacks and Accommodation

<b>Name of Project</b>	2016 Household Survey on Domestic Visitors
<b>Solicitation</b>	PR No. 2016-11-210
<b>Location</b>	Butuan City
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱65,300.00
<b>Contract Duration</b>	Check In: November 27, 2016 Check Out: November 29, 2016 Activity Duration: November 27 to 29, 2016

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 5:00 pm on November 24, 2016 at the Regional Statistical Services Office XIII, Jedal Building, Lopez Jaena Extension, 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. 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.
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. Terms of Payment shall be made through check payable to the supplier.
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.

**BID FORM**

Item/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 Date of Activity: November 27 to 29, 2016							
Item 1: Dinner, Nov 27, 2016	Pax	-13-	₱ _____	₱ _____			
Item 2: Accommodation, Nov 27, 2016	Pax	-13-	₱ _____	₱ _____			
Item 3: Breakfast, Nov 28 to 29, 2016, 2 days	Pax	-26-	₱ _____	₱ _____			
Item 4: AM Snacks, Nov 28 to 29, 2016, 2 days	Pax	-26-	₱ _____	₱ _____			
Item 5: Lunch, Nov 28 to 29, 2016, 2 days	Pax	-26-	₱ _____	₱ _____			
Item 6: PM Snacks, Nov 28 to 29, 2016, 2 days	Pax	-26-	₱ _____	₱ _____			
Item 7: Dinner, Nov 28, 2016, 1 day	Pax	-26-	₱ _____	₱ _____			
Item 8: Accommodation, Nov 28, 2016, 1 day	Pax	-23-	₱ _____	₱ _____			
Requirements: 1. Location is in BUTUAN CITY 2. Accommodation is not to exceed to quadruple sharing 3. Breakfast is to be pre-selected by PSA representative with coffee/juice and fruit in season 4. AM/PM Snacks is to be pre-selected by PSA Representative 5. Lunch/Dinner is comprised of 2 Main Dish, 1 Veggie or Noodles, 1 Soup, 1 Round of Softdrinks or Juice, 1 Dessert and Unlimited Rice. 6. Provision of overflowing coffee; 7. Use of venue, sound system, microphone, extension wire, LCD Projector screen or board and backdrop are all included in the package							
<b>Total Amount, in figures</b>				₱ _____			
<b>Total Amount in Words:</b>							

**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. \_\_\_\_\_

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