



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

Name of Project	2017 Regional Planning Workshop
Solicitation	PR No. 2016-11-223
Location	Butuan City
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	₱275,000.00
Contract Duration	Check In: December 15, 2016 Check Out: December 17, 2016 Activity Duration: December 15 to 17, 2016

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 9:00 am on December 2, 2016 at the Regional Statistical Services Office XIII, Jedal Building, Lopez Jaena Extension, Butuan City.

for: 
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: December 15 to 17, 2016						
Item 1: Breakfast, Dec 15 to 16, 2016, 2 days	Pax	-37-	₱ _____	₱ _____		
Item 2: AM Snacks, Dec 15 to 16, 2016, 2 days	Pax	-37-	₱ _____	₱ _____		
Item 3: Lunch, Dec 15 to 16, 2016, 2 days	Pax	-37-	₱ _____	₱ _____		
Item 4: PM Snacks, Dec 15 to 16, 2016, 2 days	Pax	-37-	₱ _____	₱ _____		
Item 5: Dinner, Dec 15, 2016, 1 day	Pax	-37-	₱ _____	₱ _____		
Item 6: Accommodation, Dec 15, 2016, 1 day	Pax	-37-	₱ _____	₱ _____		
Item 7: De Luxe Room Accommodation Dec 15 to 16, 2016, 2 days	Room/ Day	-2-	₱ _____	₱ _____		
Item 8: De Luxe Room Accommodation Dec 16, 2016, 1 day	Room/ Day	-1-	₱ _____	₱ _____		
Item 9: Dinner, Dec 16, 2016, 1 day	Pax	-140-	₱ _____	₱ _____		
Item 10: Accommodation, Dec 16, 2016, 1 day	Pax	-132-	₱ _____	₱ _____		
Item 11: Breakfast, Dec 17, 2016, 1 day	Pax	-135-	₱ _____	₱ _____		
Item 12: AM Snacks, Dec 17, 2016, 1 day	Pax	-37-	₱ _____	₱ _____		
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 three (3) Main Dish, 1 Side Dish (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 and LCD Projector screen or board are all included in the package						
Total Amount, in figures				₱ _____		
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. _____

Date: _____