



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

CARAGA

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, Small Value Procurement for Meals, Snacks and Room Accommodation for QMS Training.

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	PR No. 2017-01-002
<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>	₱ 883,600.00
<b>Contract Duration</b>	Within 10 days after receipt of Purchase Order

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 9:00 am on January 16, 2017 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

Item/s and specifications (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>In Lot: Meals, Snacks and Room Accommodation</b>						
Activity: QMS Training						
Date: January 18-20, 2017						
<b>January 17, 2017</b>						
Item 1: Room	Room	-2-	₱ _____	₱ _____		
Item 2: Room Accommodation	Pax	-72-	₱ _____	₱ _____		
Item 3: Dinner	Pax	-72-	₱ _____	₱ _____		
<b>January 18, 2017</b>						
Item 4: Breakfast	Pax	-84-	₱ _____	₱ _____		
Item 5: AM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 6: Lunch	Pax	-72-	₱ _____	₱ _____		
Item 7: PM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 8: Dinner	Pax	-72-	₱ _____	₱ _____		

REGIONAL STATISTICAL SERVICE OFFICE XIII (Caraga Region)

Freeman Building, J.C. Aquino Avenue, Butuan City 8600

Telephone: (6385) 2255219 • Telefax: (6385) 3425764 • E-Mail: psacaraga\_rssso13@yahoo.com.ph

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Item 9: Room	Room	-2-	₱ _____	₱ _____		
Item 10: Room Accommodation	Pax	-72-	₱ _____	₱ _____		
<b>January 19, 2017</b>						
Item 11: Breakfast	Pax	-84-	₱ _____	₱ _____		
Item 12: AM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 13: Lunch	Pax	-72-	₱ _____	₱ _____		
Item 14: PM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 15: Dinner	Pax	-72-	₱ _____	₱ _____		
Item 16: Room	Room	-2-	₱ _____	₱ _____		
Item 17: Room Accommodation	Pax	-72-	₱ _____	₱ _____		
<b>January 20, 2017</b>						
Item 18: Breakfast	Pax	-84-	₱ _____	₱ _____		
Item 19: AM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 20: Lunch	Pax	-72-	₱ _____	₱ _____		
Item 21: PM Snacks	Pax	-72-	₱ _____	₱ _____		
Item 22: Dinner	Pax	-72-	₱ _____	₱ _____		
Item 23: Room	Room	-2-	₱ _____	₱ _____		
Item 24: Room Accommodation	Pax	-72-	₱ _____	₱ _____		
<b>January 21, 2017</b>						
Item 25: Dinner	Pax	-72-	₱ _____	₱ _____		
Item 26: Room Accommodation	Pax	-72-	₱ _____	₱ _____		
<b>January 22, 2017</b>						
Item 27: Breakfast	Pax	-84-	₱ _____	₱ _____		
					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: \_\_\_\_\_ Emai

Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_ Cellphone No. \_\_\_\_\_

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

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