



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**  
RFQ # 2019-02-035

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Regional Office 7 Bids and Awards Committee (RO 7 BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement for the conduct of 2019 Geo-tagging of Building Structures Briefing on 4-5 March 2019.**

Name of Project	<b>Small Value Procurement</b> for the conduct of 2019 Geo-tagging of Building Structures Briefing on 4-5 March 2019.
Solicitation (If posted at the PhilGEPS)	0700-2019-02-004
Purchase Request No.	0700-2019-02-006
Location	Cebu City
Brief Description	Hotel and Lodging/Full board accommodation with Meals
Quantity	Please refer to 2 <sup>nd</sup> page
Approved Budget for the Contract (ABC)	Php 90,000.00
Contract Duration	
Date of Delivery	4-5 March 2019

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **26 February 2019, 5:00 P.M** through the address below or through email address ([psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com)):

Regional Office 7 Bids and Awards Committee (RO 7 BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City  
Attn.: Mr. Caylord D. Niala/ Ms. Melita C. Jomud/ Ms. Irish B. Velasco  
RO 7 BAC Secretariat  
Contact Nos.: (032)412-6794/254-0470

For:   
**EDWINA M. CARRIAGA**  
RO 7 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 prior to payment:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate
  - Income/Business Tax Return
- 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.

**BID FORM**

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Full board accommodation, Single occupancy, with buffet meals (breakfast, lunch, dinner) and AM/PM snacks on 4-5 March 2019 good for 1 participant per day.	lot	1	90,000.00			( )	( )
Full board accommodation, Double/Triple occupancy, separate beds, with buffet meals (breakfast, lunch, dinner) and AM/PM snacks on 4-5 March 2019 good for 26 participants per day.							
Buffet meals (breakfast, lunch, dinner) and AM/PM snacks good for 3 participants per day on 4-5 March 2019.							
<p><u>With the ff details:</u> <u>Check in on 3 March 2019 with dinner</u> <u>Check out on 5 march 2019</u></p> <p><u>Inclusions:</u></p> <p>Free use of function room Free use of microphone/podium and sound system Free strong wifi connection Free electricity Free flowing coffee, tea, water Free use of projector Free Backdrop and Welcome Tarpaulin of guest</p>							
<p><b>TOTAL AMOUNT IN WORDS :</b></p> <p>_____</p> <p>_____</p>							

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: \_\_\_\_\_