

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **(shopping, small value, etc.)** for <u>Venue, Food and Accommodation</u>

Name of Project	Supply and Delivery of Venue, Food and Accommodation
Solicitation	PR No. SS-18-10-148
Location	Within Ortigas
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 168,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 11:00 am on <u>October 12, 2018</u> at the General Services Division**, 11th FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

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.

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BID FORM

Item/s and specification/s (minimum)		Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO	
Standard Service Division and service Planning Workshop	pax	-28-	₱	₱	()	()
Venue: Within Ortigas					()	()
With function room that can accommodate 28 pax (15-17 October 2018)					()	()
 Banquet type Plated AM and PM snacks, buffet lunch With pad papers, pencils, and mints With at least two (2) projectors, projector screens and microphones Strong WiFi connection Free flowing coffee and tea No additional fee for use of electricity in the function room With tarpaulin No columns/pillar within the room 						() () () () () () () ()
Room accommodation Check-in: 15 October 2018 Check-out: 17 October 2018 • 1 single bedroom • 1 triple-sharing room • 12 twin-sharing rooms				Total amount in words:	() () () () ()	() () () () ()
Dinner for 28 pax (15-16 October 2018) x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-					()	()

Other Requirements:

After having carefully read ar at prices noted above.	nd accepted your Ter	ms and Conditions. I/We quote you on the item				
Printed Name of authorized representative/Signature						
Position:						
Name of Company						
Address:		Email Address:				
Fax No	. Tel No.:	Cellphone No				
Date:						