

# **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</u>, <u>Meals</u>, <u>and Accommodation</u> Details of the procurement are as follows:

Name of Project	Workshop on the Development of Forms and Guidelines for the M-HARRIS (12-14 February 2019)				
Solicitation	SS-19-01-024				
Location	Metro Manila				
Brief Description	Workshop on the Development of Forms and Guidelines for the M-HARRIS (12-14 February 2019)				
Quantity	See attached Bid form.				
Approved Budget for the Contract (ABC)	₱ 120,000.00				
Date of Delivery					

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on <u>February 06, 2019</u> personally at the **General Services Division**, **11**<sup>th</sup> **FIr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

# DAISY S. ADLAWAN

Officer-In-Charge General Servives Division

### **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.

# PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

Fax no.: 374-82-83/374-82-62

# **BID FORM**

Item(s) and specification(s)	Unit	Qty.	Unit Price	Total Amount	Compliance with Technical Specifications (pls. check)	
Minimun				(VAT inclusive)	Yes	No
Venue, Meals and Accommodation for the Workshop on the Development of Forms and Guidelines for the M-HARRIS on 12-14 February 2019	рах	16	₱			
Within Metro Manila						
Meals: Dinner: 11-13 February 2019 Breakfast, AM and PM Snacks, Lunch: 12-14 February 2019						
Check-in: 11 February 2019 Check-out: 14 February 2019						
Package should also include: Roundtable arrangement, with complimentary parking space, onsite technical support, threeday event (good for 16 pax), use of sound system and at least 2 microphones, with complimentary use of at least 2 projectors and 2 white screens, waived energy fee, free and strong wifi access, pads and paper, candies and mints, free flowing coffee, tea, and water, no columns/ pillars within the hall						
				Total amount in words:		