



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

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 **Venue, Meals, and Accommodation** Details of the procurement are as follows:

Name of Project	PSA Data Archive Documentation Workshop for PSA Central Office Staff (First Batch)
Solicitation	SS-19-01-025
Location	Metro Manila
Brief Description	PSA Data Archive Documentation Workshop for PSA Central Office Staff (First Batch)
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 375,000.00
Date of Delivery	

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

DAISY S. ADLAWAN
Officer-In-Charge
General Services 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) Minimun	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Venue, Meals and Accommodation for the PSA Data Archive Documentation Workshop for PSA Central Office Staff (First Batch) on 18-20 February 2019</p> <p>Preferred Location: Quezon City or Ortigas Center Mode of Payment: send bill</p> <p>Use of Function Room good for 50 pax, with complimentary parking space, onsite technical staff, use of sound system and at least 4 microphones for the function room, complimentary use of at least 2 screen projectors and projector screens, waived energy fee, free and strong WIFI access, pads and paper, candies and mints, free-flowing coffee, tea, and water, no columns within the hall</p> <p>Meals: February 17: dinner for 10 pax Feb. 18-20: Full board (AM and PM Snacks, Buffet Lunch and Buffet Dinner for 50 pax)</p> <p>Room accommodation: 1 single room Rest is combination of twin and triple sharing rooms *for 10 pax Check-in: 17 February 2019 Check-out: 20 February 2019 *for 40 pax Check-in: 18 February 2019 Check-out: 20 February 2019</p>	pax	50	₱ _____	<p>Total amount in words:_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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: _____