



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:

<b>Name of Project</b>	<b>PSA Data Archive Documentation Workshop for PSA Central Office Staff (Second Batch) on 18-20 March 2019</b>
<b>Solicitation</b>	<b>SS02-19-02-00002</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>PSA Data Archive Documentation Workshop for PSA Central Office Staff (Second Batch) on 18-20 March 2019</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 375,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on February 28, 2019 personally at the **General Services Division, 11<sup>th</sup> 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.

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

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					YES	NO
<b>PSA Data Archive Documentation Workshop for PSA Central Office Staff (Second Batch)</b>  <b>Venue, Meals, and Accommodation</b> Date: <b>18-20 March 2019</b> Preferred location: Quezon City Mode of Payment: <b>SEND BILL</b>  Accessible to public transport Atleast 5 kms away from red light district Convenient location, easy to find on a map Emergency exits and emergency plans are placed With elevators Use of function room good for 50 pax No columns/pillars within the hall High ceiling function rooms Soundproof rooms (function and accommodation) With complimentary parking space Onsite technical staff  Use of sound system and at least 4 microphone for the function room With plenty of power outlets in the function room Complimentary use of at least 2 screen projector and projector screens, and flip charts Waived energy fee Free, stable and strong WiFi Access (At least 10 or Mbps preferably fiber optics Pads and Paper, Candies and Mints Free flowing coffee, teas, and water  <b>Meals:</b> March 17: dinner for 10 pax March 18-20: Full Board (AM and PM Snacks, Buffet breakfast, lunch and dinner for 50 pax)  <b>Room Accommodation</b> 2 single rooms Combination of twin and triple sharing Rooms <b>Details of check-in and check-out:</b> <i>For 10 pax</i> Check-in: 17 March 2019 Check-out: 20 March 2019 <i>For 40 pax</i> Check-in: 18 March 2019 Check-out: 20 March 2019	pax	50	₱ _____			
				Total amount in words: _____ _____ _____ _____		

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: \_\_\_\_\_