

## 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, Meals and Accommodation</u>

Name of Project	Venue, Meals and Accommodation
Solicitation	PR No. SSSS-18-09-159
Location	Quezon City, Pasig City or Mandaluyong Area
Brief Description	Procurement of Good
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 140,000.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 9:00 am on <u>September 17, 2018</u> at the <b>General Services Division**, 11<sup>th</sup> FIr., Cyberpod One Enton Centris, Diliman, Quezon City.

BAC Chairperson

## **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	
Venue and Meals for the Writeshop on the	pax	-14-	₱	₱	( )	( )
Drafting of the Statistical Handbook on Child					( )	( )
Poverty and Disparities (Part II)					( )	( )
Date: 24-28 September 2018 (4 nights)					( )	( )
Venue: Hotel or Serviced Apartment/Residences					( )	( )
Quezon City/ Pasig City or Mandaluyong Area					( )	( )
Meals:					( )	( )
Sept. 24 – AM Snacks, Lunch, PM Snacks, Dinner					( )	( )
Sept. 25 – Breakfast, AM Snacks, Lunch, PM Snacks,					( )	( )
Dinner					( )	( )
Sept. 26 – Breakfast, AM Snacks, Lunch, PM Snacks					( )	( )
Sept. 27 – AM Snacks, Lunch, PM Snacks, Dinner					( )	( )
Sept. 28 – Breakfast, AM Snacks, Lunch, PM Snacks Room Accommodation for 14 people:					( )	( )
Single deluxe bedroom (2 rooms for 4 nights)					( )	( )
Twin sharing bedroom (6 rooms for 4 nights)					( )	( )
Inclusions of room:					( )	( )
- Access to high speed wifi					( )	( )
- Complete set of toiletries					( )	( )
- Allotted parking lots for 3 vehicles					( )	( )
Function Room for the workshop proper (5 days)					( )	( )
<ul> <li>Function room with capacity of 15 pax</li> <li>Access to high speed wifi</li> </ul>					( )	( )
- Free flowing coffee and tea					( )	( )
<ul> <li>Pencils, whiteboard marker, flipchart/whiteboard and projector</li> </ul>					( )	( )
- 3 or more extension cords				Total amount in	( )	( )
Mode of Procurement: Send bill				words:	( )	( )
Note: To be charged against the budget on the Development					( )	( ) l
of the Equity-focused Profiles on Child Payorty project					( )	( )
of the National Database on Child Poverty project.					, ,	` '
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For SSSS-PHDSD use						

Other Requirements:

After having carefully r at prices noted above.		Terms and Conditions. I/We quote you or	1 the item
Printed Name of author	rized representative/Sig	nature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	

Date: \_\_\_\_\_