



## 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.

<b>Name of Project</b>	Supply and Delivery of Venue, Meals and Accommodation.
<b>Solicitation</b>	PR No. SSSS-18-10-214
<b>Location</b>	Metro Manila
<b>Brief Description</b>	Procurement of Good
<b>Quantity</b>	See attached Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱ 140,000.00
<b>Contract Duration</b>	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **5:00 pm on October 22, 2018** at the **General Services Division, 11<sup>th</sup> Flr., 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.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>Venue, Meals and Accommodation for the Service Planning Workshop of the Social Sector Statistics Service (SSSS)</b>  <b>Date: 25 – 26 October 2018 (2 days)</b>  <b>Meals</b> 25 October 2018 – AM Snack, Buffet Lunch, PM Snack, Buffet Dinner 26 October 2018 – Breakfast, AM Snack, Buffet Lunch, PM Snack  <b>Accommodation</b> Room Accommodation (with strong WIFI) - Venue with 1 function room that can accommodate 35 persons - Spacious function room - No pillar/column that block participants - Soundproof and bright lights - Preferably with high speed WIFI access - No additional fee for use of electricity to charge laptop and printer - With at least 4 microphones for use in the function room - No foul smell in the rooms  <b>Use of function room for 2 days with the following amenities</b> - Can accommodate 35 persons - LCD projector and projection screen - Whiteboard marker and eraser, microphone and other training facilities - Extension Cord for 15 users - Pad paper and pencil - Free flowing coffee and tea  <b>Strong wifi access in bedroom and function room</b> <b>Preferably with Quezon City, Pasig</b> <b>Mode of payment: send bill</b> X-X <b>For SSO-SSSS-OANS use</b>	pax	-35-	₱ _____	₱ _____	( )	( )
				Total amount in words: _____	( )	( )
				_____	( )	( )
				_____	( )	( )
				_____	( )	( )

Other Requirements:

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: \_\_\_\_\_