

# **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         | Supply and Delivery of Venue, Meals and Accommodation |  |  |  |
|-------------------------|---|--|--|--|
| Solicitation            | PR No. SSSS-18-10-221                                 |  |  |  |
| Location                | Paisg/Mandaluyong/Parañaque                           |  |  |  |
| Brief Description       | Procurement of Goods                                  |  |  |  |
| Quantity                | See attached Bid Form                                 |  |  |  |
| Approved Budget for the |   |  |  |  |
| Contract (ABC)          | ₱ 980,000.00  |  |  |  |
| Contract Duration       |   |  |  |  |

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>November 12, 2018</u> at the 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.

#### PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION Page 2

## BID FORM

| Item/s and specification/s<br>(minimum)  | Unit | Qty. | Unit Price | Total Amount<br>(VAT inclusive) | Comp<br>with Te<br>Specific<br>(please<br>YES | chnical                  |
|--|------|------|------------|---------------------------------|---|--------------------------|
| January 2018 Labor Force Survey (LFS) and<br>2018 Family Income and Expenditure Survey<br>(Visit 2) Task Force Training  | pax  | -70- | ₱          | ₽                               | ( )<br>( )<br>( )                             | ( )<br>( )<br>( )        |
| SEND BILL ARRANGEMENT  |      |      |            |                                 | ()  | ()                       |
| <ul> <li>Meals and Accommodation</li> <li>Venue with 2 function rooms that can accommodate 35 persons/room</li> <li>Spacious function room</li> <li>Soundproof and bright lights</li> <li>No pillar/column that block participants</li> <li>Preferably with high speed WIFI access</li> <li>No additional fee for use of electricity to charge laptop and printer</li> <li>With large white board and markers</li> <li>With at least 4 microphones for use in the workshop/room</li> <li>With multi-cubicle comfort rooms for the participants on same floor of the function room</li> <li>Room Accommodation (preferably w/ WIFI access)</li> <li>Buffet breakfast, lunch and dinner</li> </ul> |      |      |            |                                 | ()  | ()                       |
| Am snack and PM snack Date of Function: 03 to 08 December 2018   |      |      |            |                                 | ( )<br>( )                                    | ( )<br>( )               |
| Check-In: 02 December 2018 (40 pax with dinner)<br>Check-Out: 09 December 2018 (40 pax with breakfast)<br>Check-In: 03 December 2018 (30 pax)<br>Check-Out: 08 December 2018 (30 pax)<br>x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x   |      |      |            | Total amount in<br>words:       | ( )<br>( )<br>( )                             | ( )<br>( )<br>( )<br>( ) |

# 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 auth | norized representative/Sign | ature          |  |
|----------------------|-----------------------------|----------------|--|
| Position:            |                             |                |  |
| Name of Company _    |                             |                |  |
| Address:             |                             | Email Address: |  |
| Fax No               | Tel No.:                    | Cellphone No   |  |
| Date:                |                             |                |  |