



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	NDPS National Dissemination Forum
Solicitation	SSSS01-19-02-00001
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 345,000.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on February 21, 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.

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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
<p>Venue, Meals, and Accommodation for the NDPS National Dissemination Forum Function Room: - with 1 function room good for 100 participants - spacious function room - PWD Friendly – barrier free facility with ramps - sound proof and bright lights - no pillar/ columns in function room that block participants' view - WIFI access (function room) - provide extension wires and tables for laptop computers with no additional charge of electricity - no foul smell in the rooms - with large white board and markers - with at least 4 microphones for use in the venue - with multi-cubicle comfort room that can accommodate 200 participants within same floor and with cubicles that is PWD friendly - with available parking slots for participants</p> <p>Date of Dissemination: 28 February 2019 Time: 8:00AM-1:30PM</p> <p>Live-out Participants (56 pax) - AM snack and Buffet Lunch</p> <p>Central Office participants (10 pax) Check-in: 27 February 2019 (buffet dinner) Check-out: 28 February 2019 (complimentary breakfast) *AM snack and Buffet Lunch to be included at the forum</p> <p>Regional Office participants (34 pax) Check-in: 27 February 2019 (buffet dinner) - 28 February 2019 (complimentary breakfast and Dinner) *AM snack and Buffet Lunch to be included at the forum Check-out: 01 March 2019 (complimentary breakfast)</p> <p>Within Quezon City Mode of payment: send bill</p>	pax	100	₱ _____			
				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: _____