

**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 Room Accommodation**

|  |  |
| --- | --- |
| **Name of Project**  | **Venue, Meals and Room Accommodation for IACSSC and TWGEC Workshop to Review the 2017 PSCED** |
| **Solicitation**  | **P. R. No. 17-09-1981** |
| **Location**  | Quezon City |
| **Brief Description**   | Procurement of Goods |
| **Quantity**  | See attached bid form. |
| **Approved Budget for the Contract (ABC)**  | **₱ 465,200.00** |
| **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 **October 24, 2017** at the General Services Division, 11th Floor, Cyberpod One Eton 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.

1. Late submission of quotation shall not be accepted.
2. Bids exceeding the ABC shall be disqualified.
3. 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.

1. 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.

1. Terms of Payment shall be made through check payable to the supplier.
2. 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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Page 2

 **BID FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item/s and specification/s** **(minimum)** | **Unit** | **Qty.** | **Unit Price** | **Total Amount****(VAT inclusive)** | **Compliance with Technical Specifications (please check)** |
| **YES** | **NO** |
| **Venue, Meals and Room Accommodation****Re: Joint Interagency Committee on Statistical Standards and Classification (IACSSC) and Technical Working Group on Education Classification (TWGEC) Workshop to Review the 2017 Philippine Standard Classification of Education (PSCED)****\*Venue: Central Location within MAKATI CITY, not adjacent/****Beside shopping malls** **-With function room/s that can accommodate approximately 40 participants** **-spacious function room/s within the same building** **-preferably with high speed internet access/WIFI** **-with complimentary use of at least 2 projectors****-No additional fee for use of laptops and other gadgets****-With large white board and markers****-With at least 3 wireless microphones** **-With at least 2 white projector screens****-free flowing coffee and tea** **Free** use of **facilities** **Free** welcome **streamer and tarpaulin****\*Check-in: 29 October 2017****\*Check-out: 31 October 2017** **Mode of Payment: Send Bill** **Workshop Proper(29-31 October 2017):****Meals** **Buffet Dinner** **Buffet Lunch****Morning Snacks** **Afternoon Snacks** **Room Accommodation (14 rooms)** **-preferably with unlimited WIFI/ internet access****-free Buffet Breakfast****-drinking water/ coffee****-Single Room****-Twin Sharing Room with Separate Beds****X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X****For SCD use** | **pax****pax****pax****pax****rooms****rooms** | **25****25****25****25****3****11** | ₱\_\_\_\_\_\_  | ₱\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_