



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 **Lease of Venue, Meals, and Accommodation**. Details of the procurement are as follows:

Name of Project	Lease of Venue, Meals, and Accommodation
Solicitation	P. R. No. SS-18-08-079
Location	Quezon City
Brief Description	Lease of Venue, Meals, and Accommodation
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱ 968, 000.00
Date of Delivery	As date specified in the Bid Form

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on September 3, 2018 personally on a sealed quotation at the General Services Division, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

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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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 Training-Workshop on Harnessing Data Sources: Big Data Analytics, Statistical Survey Review and Clearance System (SSRCS) and Data Ecosystem Date: 09-14 September 2018 Preferred Location: Ortigas Area</p> <p>Accommodation for 64 pax Check-in date: 9 September 2018 Check-out date: 14 September 2018</p> <p>Accommodation for 20 pax Check-in date: 9 September 2018 Check-out date: 13 September 2018</p> <p>Mode of Payment: Send Bill Function room within the same building, classroom type arrangement, with elevators for senior and disabled participants, with complimentary parking space, onsite technical support, high-speed internet</p> <p>Use of Function Hall 4-day event from 10-13 Sept. 2018, use of 2 adjacent function rooms good for 40 pax each, use of sound system and 3 microphones, podium, with complimentary use of at least 2 projector and at least 2 white screens in each room, waived energy fee, free wifi access, pads and paper, candies and mints, free flowing coffee and tea, no columns/pillars within the hall</p> <p>Meals 9 September 2018: Dinner for 84 pax Complimentary breakfast for 5 days(10-14 Sept. 2018) 10-13 Sept. 2018: AM Snacks, Buffet Lunch, PM Snacks, and Dinner for 84 pax 14 Sept. 2018: AM Snacks and Lunch for 64 pax</p> <p>xxx for SSD use xxx</p>	<p>pax</p> <p>64</p> <p>pax</p> <p>20</p>			<p>Total amount in words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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: _____