



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS

**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.)**

<b>Name of Project</b>	Venue, Meals & Accommodation Writeshop on Finalization of Field Operations Manual
<b>Solicitation</b>	PR No. CTCO 18-10-007
<b>Location</b>	Quezon City
<b>Brief Description</b>	Procurement of Goods
<b>Quantity</b>	See attached Bid Form
<b>Approved Budget for the Contract (ABC)</b>	₱ 280,000.00
<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 **November 13, 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 &amp; Accommodation</b> <b>Writeshop on Finalization of Field Operations Manual</b> Date: 15-16 November 2018 Check-in: 15 November 2018 Check-out: 16 November 2018	pax	20			( )	( )
<b>Writeshop on Finalization of Enumerator's &amp; Supervisors Manual</b> Date: 17 to 21 December 2018 Check-in: 17 December 2018 Check-out: 21 December 2018	pax	20			( )	( )
<b>Venue: - Specifications</b> for both writeshops - Spacious function room that can accommodate 20 to 25 persons, including resource persons - Sound proof and bright lights - No pillar/column that block participants' view - With wi-fi access (at least 50mbps internet connection) - No additional fee for use of electricity to charge laptop and printer - With large whiteboard and markers - With at least 2 microphones - With multi cubicle comfort rooms for participants on same floor of the function room <b>Accommodation:</b> - With wifi access <b>Meals:</b> - Buffet breakfast and dinner - AM Snack, Buffet lunch, PM snacks Mode of Payment – Send Bill <b>Within Metro Manila (preferably Quezon City)</b>  XXXXXXXXXXXXXXXXXXXXX For the use in preparation for 2020 CPH					( )	( )
				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: \_\_\_\_\_