



**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 **FOOD AND ACCOMMODATION**. Details of the procurement are as follows:

Name of Project	2018 ITDS Division and Service Planning Workshop
Solicitation	P. R. No. ITDS-18-10-098
Location	Metro Manila
Brief Description	Procurement of OFFICE SUPPLIES.
Quantity	See attached bid form.
Approved Budget for the Contract (ABC)	₱ 534,000.00
Contract Duration	

Please quote your lowest price on the item/s listed below and submit personally your **SEALED QUOTATION** not later than 11:00 am on October 12, 2018 at the General Services Division, 11th Flr., 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.
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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P.R. NO: ITDS-18-10-098

BID FORM

Item(s) and specification(s) (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					YES	NO
2018 ITDS Division and Service Planning Workshop Date: 15 to 19 October 2018 Venue: Within Metro Manila Food and Accommodation for the 2 days and 1 night on 15 to 16 October 2018 Food and Accommodation for 3 days and 2 nights on 17 to 19 October 2018 Inclusions: Must have four(4) High ceiling and good lighting, air conditioned conference Room from 8:00am to 6:00pm good for 25 to 30 persons on 15 and 16 October 2018 Must have four (1) High ceiling and good lighting, air conditioned conference Room from 8:00am to 6:00pm good for 25 to 30 persons on 17 and 19 October 2018 -Must have unlimited Wi-Fi access -provisions of facilities such as projector, sound system , 3 microphones, screen, pencils, papers and other meeting tools that maybe needed -one (1) Air-conditioned room for single occupancy -all rooms must be air-conditioned w/ bed capacity, with individual blankets and drinking water -all rooms must have toilet and bathroom -Provisions of flowing coffee/ drinking water and candies in the conference room -free use of facilities -free welcome steamer -free event tarpaulin -Six(6) slot parking space -Must have Emergency procedure or evacuation plan Food for the following days: 15 October 2018 Am snacks, Lunch, pm snacks and dinner 16 to 18 October 2018 Breakfast , Lunch, Pm snacks and dinner 19 October 2018 Breakfast, Lunch, Pm Snacks	<p>pax</p> <p>pax</p>	<p>96</p> <p>25</p>				
				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: _____