



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**  
**RFQ#: 2018-086**

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Small Value Procurement for Food and Accommodation for the 2018 PSAI Conference Participants.**

<b>Name of Project</b>	2018 PSAI Conference Participants
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2018-09-043
<b>Purchase Request No.</b>	0700-2018-09-087
<b>Location</b>	Tagbilaran, Bohol
<b>Brief Description</b>	See page 2 of the RFQ
<b>Quantity</b>	See page 2 of the RFQ
<b>Approved Budget for the Contract (ABC)</b>	Php 320,000.00
<b>Contract Duration</b>	
<b>Date of Delivery</b>	<b>September 19-21, 2018</b>

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **11 September 2018, 5:00 PM** through the address below or through the email address ([psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com)): Kindly write the **RFQ Reference Number** on the envelope upon submission.

*Regional Bids and Awards Committee (RBAC)*  
*Philippine Statistics Authority – RSSO VII*  
*Gaisano Capital South Bldg, Colon St. Cebu City*  
**Attn.: Mr. Caylord D. Niala/Ms. Ann Emilyn S. Eballe**  
**Ms. Melita Jomoad/Ms. Leslie Marie Zuasula**  
*RBAC Secretariat*  
*Contact Nos.: (032)412-6794/256-0592*

  
**AURELIA M. CANDIA**  
RBAC/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. The following documentary requirements must be submitted during submission of the bid form / quotation:
  - *Mayor's/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
  - *Income/Business Tax Return*
  - *Omnibus Sworn Statement***Note: If the abovementioned documents were already submitted, re-submission may no longer be required unless a certain document has already expired.**
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

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BID FORM

NOTE: Kindly check YES/NO If complied or not.

Item/s and Specifications/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC) per Unit	Unit (in peso) Please indicate your offer/price here	Total Amount (VAT Inclusive)	Compliance with Technical Specifications	
						YES	NO
Food and accomodation (with complimentary breakfast and dinner only) for the 2018 PSAI Conference Participants from Sept 19-21, 2018, double occupancy good for 40 pax/day with the following details:	pax	160	2,000.00				
40 pax/day x 4 days = 160 pax							
Check-in: 18 Sept. 2018 with dinner							
Check-out: 22 Sept 2018 with lunch							
double occupancy, separate beds							
<b><u>MUST be in TAGBILARAN CITY, BOHOL</u></b>							
<b>Inclusions:</b>							
complimentary breakfast							
strong wifi connection							
free transportation from ports to hotel and vice versa (arrival and departure)							
free transportation from hotel to BOHOL TROPICS (venue of the PSAI Conference) and vice versa							
<b>Note:</b>							
1. Kindly specify any additional amenities/inclusions to be enjoyed by the participants for free.							
<b>TOTAL AMOUNT IN WORDS :</b> _____							

**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 \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if VAT or NON-VAT)

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_