



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

### REQUEST FOR QUOTATION

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 **Venue and accommodation for the conduct of 2017 Gross Regional Product Press Conference on 26 April 2018.**

<b>Name of Project</b>	Venue and accommodation for the conduct 2017 Gross Regional Product Press Conference on 26 April 2018.
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2018-04-014
<b>Purchase Request No.</b>	<b>0700-2018-04-029</b>
<b>Location</b>	<b>Cebu City/Mandaue City</b>
<b>Brief Description</b>	<b>Please refer to 2<sup>nd</sup> page</b>
<b>Quantity</b>	<b>Please refer to 2<sup>nd</sup> page</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>₱104,000.00</b>
<b>Contract Duration</b>	
<b>Date of Delivery</b>	<b>26 April 2018</b>

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

*Bids and Awards Committee (BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City  
Attn.: Mr. Caylord D. Niala/ Ms. Ann Emilyn S. Eballa  
RBAC Secretariat  
Contact Nos.: (032)412-6794/254-0470*

  
**AURELIA M. CANDIA**  
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. The following documentary requirements must be submitted prior to payment:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate
  - Income/Business Tax Return
  - Omnibus Sworn Statement

**Note: If the abovementioned documents were already submitted except for the Omnibus Sworn Statement, 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**

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)/each	Unit Price (In Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with technical specifications (please check)	
						YES	NO
<p>Full board accommodation, double occupancy, separate beds, with buffet meals (breakfast, lunch, dinner) and AM/PM snacks for 3 participants.</p> <p><b>Check in date on 25 April 2018 with dinner</b></p> <p>-w/ breakfast &amp; dinner on 26 April 2018</p> <p><b>Check out date on 27 April 2018 with breakfast.</b></p>	pax	6	4,000.00			( )	( )
<p>Buffet Meal (lunch) w/ AM/PM snacks for 100 participants on 26 April 2018.</p>	pax	100	800.00			( )	( )
<b>Inclusions:</b>							
- free use of function room						( )	( )
- free use of three (3) wireless microphones/ podium & sound system						( )	( )
- free use of LCD projector						( )	( )
- registration table						( )	( )
- stage w/ presidential table						( )	( )
- rostrum						( )	( )
- audible sound system						( )	( )
- unlimited WI-FI access						( )	( )
- free backdrop						( )	( )
- free electricity						( )	( )
- free paper and pencil						( )	( )
- no extra charge for ingress/egress (3 hours before & after the event)						( )	( )
- no extra charge for energy use						( )	( )



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. \_\_\_\_\_