



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 Meals (AM snacks and buffet lunch) for the 2017 Annual Survey on Philippine Business and Industry(ASPBI)/SICT Respondent's Forum on 31 May 2018.**

Name of Project	2017 Annual Survey on Philippine Business and Industry(ASPBI)/SICT Respondent's Forum
Solicitation (If posted at the PhilGEPS)	0700-2018-05-019
Purchase Request No.	0722-2018-05-028
Location	Preferably within Cebu City
Brief Description	See page 2 of the RFQ
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	29,700.00
Contract Duration	
Date of Delivery	31 May 2018

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **16 May 2018, 5:00 PM** through the address below or through the email address (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. Eballo
RBAC Secretariat
Contact Nos.: (032)412-6794/256-0592*

For: 
AURELIA M. CANDA
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 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.

BID FORM

NOTE: Please DON'T forget to check the "Compliance with Technical Specifications" Column. Non-compliance will result to disqualification of your bid.

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC) per Unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Venue and meals (AM Snacks and Buffet Lunch) for 2017 ASPBI / SICT Respondent's Forum	pax	45	660.00			()	()
Inclusions:						()	()
• Use of function room for 4 hours						()	()
• Use of one LCD Projector and Wide Screen						()	()
• Use of sound system with podium						()	()
• Lunch - 3 main courses, 1 soup, 1 appetizer, rice, 1 dessert, 1 round drinks						()	()
• AM SNACKS						()	()
• Flowing coffee/tea/milo and water						()	()
• Preferably within Cebu City						()	()
Note: Please attach menu upon submission of quotation.							
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 _____

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

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____