



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 with fullboard accommodation for the Training on Internal Audit for QMS on 08-11 May 2018 for 35 pax/day.**

Name of Project	Training on Internal Audit for QMS
Solicitation (If posted at the PhilGEPS)	0700-2018-04-016
Purchase Request No.	0700-2018-04-031
Location	
Brief Description	Please refer to 2 nd page
Quantity	Please refer to 2 nd page
Approved Budget for the Contract (ABC)	₱350,000.00
Contract Duration	
Date of Delivery	07-12 May 2018

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **22 April 2018, 5:00PM** through the address below or through 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. Eballe
RBAC Secretariat
Contact Nos.: (032)412-6794/254-0470


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 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

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
Venue with fullboard accomodation for 35 pax per day with the following breakdown:	pax	175	2,000.00				
07-12 May 2018 (5 days-good for 35 pax/day)							
08-11 May 2018 (with complimentary breakfast, AM snacks, lunch, PM snacks & dinner)							
Check-in: 07 May 2018 (with dinner)							
Check out: 12 May 2018 (with complimentary breakfast)							
Inclusions:							
room accomodation (triple occupancy, separate beds especially for male participants)							
complimentary breakfast							
Buffet meals (lunch&dinner)							
with AM and PM snacks							
Menu (lunch&dinner): rice, 1 soup, 1 appetizer, 3 main courses, dessert & drinks							
free flowing coffee/tea and water							
free use of function room that can accommodate 35 pax on 08-11 May 2018							
Registration table for the Secretariats							
Free use of projector with screen							
strong signal wifi connection							

sound system with podium							
at least three (3) microphones (preferably wireless microphone)							
free electricity							
free tokens for 35 participants							
free backdrop (pls indicate tarpaulin size offered upon submission of quotation)							
Note:							
1. Kindly specify any additional amenities/inclusions to be enjoyed by the							
2. Attach menu upon submission of the 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: _____