



REQUEST FOR QUOTATION

RFQ # 0761-RFQ2023-08-066

25 August 2023

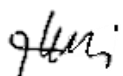
The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Catering Services for the 2023 Third and Fourth Quarter AgStat Provincial Level Trainings of Siquijor PSO.**

Name of Project	2023 Third and Fourth Quarter AgStat Provincial Level Trainings
Solicitation (If posted at the PhilGEPS)	0700-2023-08-161
Purchase Request No.	PR #0761-2023-08-047
Location	PSA-Siquijor Provincial Office, Siquijor Business and Convention Center , Poblacion, Siquijor
Brief Description	Catering Services (Lunch with AM and PM snacks)
Quantity	Please refer to page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php 64, 800.00
Contract Duration	13 - 14, 15, 19, 20, 26 - 27, 28 & 29 September 2023 and 10 & 13, 14, 15, 16, 23 - 24, 28 & 29 November 2023
Date of Delivery	13 - 14, 15, 19, 20, 26 - 27, 28 & 29 September 2023 and 10 & 13, 14, 15, 16, 23 - 24, 28 & 29 November 2023

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 01 September 2023, 05:00 PM** through the address **Siquijor Business & Convention Center Siquijor.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms.Rizalyn Teodora Postrado** at telephone nos. **(035) 542 - 5239/ (035) 542 - 5371.**


JILL BERNADETTE C. ABING
SrSS - Siquijor/ BAC Member

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. Bidders shall provide correct and accurate information required in this form.
4. **Bidders may quote for any or all the items.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

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10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “drawlots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:

- *Mayor’s/Business Permit*
- *PhilGEPs Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. 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.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier’s identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

1.3	Catering Services for the Provincial Training on Quarterly Aquaculture Survey (QAqS) on 19 September 2023 and 15 November 2023.	pax	10	450.00			()	()
	Number of Pax: 5 pax/day for 1 day for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
	Livestock and Poultry Provincial Trainings							
1.4	Catering Services for the Provincial Training on Livestock and Poultry Survey (Commercial) on 20 September 2023 and 16 November 2023.	pax	12	450.00			()	()
	Number of Pax: 6 pax/day for 1 day for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
1.5	Catering Services for the Provincial Training on Livestock and Poultry Survey (Household) on 26 - 27 September 2023 and 23 - 24 November 2023.	pax	32	450.00			()	()
	Number of Pax: 8 pax/day for 2 days for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
	Cereals Provincial Trainings							
1.6	Catering Services for the Provincial Training on Palay Production Survey (PPS) with Farmgate Price on 28 September 2023 and 28 November 2023.	pax	16	450.00			()	()
	Number of Pax: 8 pax/day for 1 day for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
1.7	Catering Services for the Provincial Training on Corn Production Survey (CPS)) with Farmgate Price on 29 September 2023 and 29 November 2023.	pax	16	450.00			()	()
	Number of Pax: 8 pax/day for 1 day for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
	Food Requirement:							
	1. Meals (Lunch and AM & PM snacks)						()	()
	* AM snacks with drinks (fresh fruit juice)						()	()
	* Lunch - rice, soup, appetizer, 3 main courses, dessert, and drinks						()	()
	* PM snacks with drinks (fresh fruit juice)						()	()
	2. Serving Time							
	* AM snacks - should be served at 10:00am						()	()
	* Lunch - should be ready by 12:00nn						()	()
	* PM snacks - should be served at 3:00pm						()	()
	3. Provision of candies and mixed nuts during the entire function.						()	()

	Other Requirements:							
	<i>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</i>						()	()
	<i>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</i>						()	()
	TOTAL AMOUNT IN WORDS :							

Other Requirements:

<p>Terms of Payment:</p> <p><i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>

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: _____