



REQUEST FOR QUOTATION
 RFQ # 0761-RFQ2024-01-002
 05 January 2024


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 **Procurement of Catering Services for 2024 First and Second Quarter AgStat Provincial Level Trainings of PSA, Siquijor Provincial Statistical Office (PSO).**

Name of Project	2024 1st and Second Quarter AgStat Provincial Level Trainings
Solicitation (If posted at the PhilGEPS)	0700-2024-01-002
Purchase Request No.	PR #0761-2023-12-073
Location	PSA-Siquijor Provincial Statistical Office, 3/F Siquijor Business and Convention Center Building, Poblacion, Siquijor, Siquijor
Brief Description	Catering Services
Quantity	Please refer to page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php 104,400.00
Contract Duration	15-16 February 2024, 28 February 2024, 14-15 March 2024, 19-20 March 2024, 28-29 March 2024, 21 March 2024, 16-17 May 2024, 26 May 2024, 13-14 June 2024, 19 June 2024, 20-21 June 2024, & 27-28 June 2024
Date of Delivery	15-16 February 2024, 28 February 2024, 14-15 March 2024, 19-20 March 2024, 28-29 March 2024, 21 March 2024, 16-17 May 2024, 26 May 2024, 13-14 June 2024, 19 June 2024, 20-21 June 2024, & 27-28 June 2024

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 10 January 2024, 10:00 AM** through the address **3/F Siquijor Business and Convention Center, Poblacion, Siquijor, 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 lots and must be quote all the items under a specific lot.**
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.

PHILIPPINE STATISTICS AUTHORITY

Region 7 – Central Visayas

REQUEST FOR QUOTATION

Page 2

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.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.

5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (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
1	Catering Services for 2024 First and Second Quarter AgStat Provincial Level Trainings	LOT	1	104,400.00			()	()
	Other Crops Provincial Trainings							
1.1	Catering Services for the Provincial Training on Redesigned Crops Production Survey (CrPS) with Farmgate Price on 14-15 March 2024 and 13-14 June 2024.	pax	24	450.00			()	()
	Number of Pax: 6 pax/day for 2 days for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
	Fisheries Provincial Trainings							
1.2	Catering Services for the Provincial Training on Re-Designed Quarterly Municipal Fisheries Survey (QMFS) on 14-15 March 2024 and 13-14 June 2024.	pax	40	450.00			()	()
	Number of Pax: 11 pax/day for 2 days for 2 quarters						()	()

1.8	Catering Services for the Provincial Training on Palay Production Survey (PPS) with Farmgate Price on 28 March 2024 and 27 June 2024.	pax	28	450.00			()	()
	Number of Pax: 7 pax/day for 2 days for 2 quarters						()	()
	Venue: PSA Siquijor Provincial Statistical Office						()	()
1.9	Catering Services for the Provincial Training on Corn Production Survey (CPS)) with Farmgate Price on 29 March 2024 and 28 June 2024.	pax	28	450.00			()	()
	Number of Pax: 7 pax/day for 2 days 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.						()	()
	Note: Place of Delivery							
	JOSELITO C. MAGHANOY Supervising Statistical Specialist Officer-in-Charge Philippine Statistics Authority, Siquijor Provincial Statistical Office 3/F Siquijor Business and Convention Center, Poblacion, Siquijor, Siquijor						()	()
	Other Requirements:							
	Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.						()	()
	Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()

	TOTAL AMOUNT IN WORDS :							

Other Requirements:

Terms of Payment:

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.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

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: _____