



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP-Small Value Procurement for Meals, Snacks and Accommodation during the 2018 PSA Caraga-Mid Year Assessment.**

Name of Project	2018 PSA Caraga-Mid Year Assessment
Solicitation	RSSO PR No. 2018-06-0132
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php195,700.00
Date of Delivery	July 15-17, 2018

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 am on 29 JUN 2018 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

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BERNADETH I. BONACHITA
 RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Activity: 2018 PSA Caraga-Mid Year Assessment July 15-17,2018						
June 15, 2018						
Accommodation, Triple Sharing	pax	26	₱ _____	₱ _____		
Dinner (3 main dish, 1 side dish/soup, rice,fruit, dessert & 1 round of juice or softdrinks)	pax	29	₱ _____	₱ _____		
June 16, 2018						
Accommodation, Triple Sharing	pax	53	₱ _____	₱ _____		
Buffet Breakfast (1 soup, 3 main dish, slice bread w/ assorted spread, rice, fruits & Coffee/juice)	pax	64	₱ _____	₱ _____		
AM Snacks (pre-selected by PSA staff)	pax	64	₱ _____	₱ _____		
Buffet Lunch (3 main dish, 1 side dish, rice,fruit, dessert & 1 round of juice or softdrinks)	pax	64	₱ _____	₱ _____		
PM Snacks (pre-selected by PSA staff)	pax	64	₱ _____	₱ _____		
Buffet Dinner(3 main dish, 1 side dish/soup, rice,fruit, dessert & 1 round of juice or softdrinks)	pax	64	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
June 17, 2018						
Buffet Breakfast (1 soup, 3 main dish, slice bread w/ assorted spread, rice, fruits & Coffee/juice)	pax	64	₱ _____	₱ _____		
AM Snacks (pre-selected by PSA staff)	pax	64	₱ _____	₱ _____		
Buffet Lunch (3 main dish, 1 side dish, rice,fruit, dessert & 1 round of juice or softdrinks)	pax	64	₱ _____	₱ _____		
other inclusions: -free use of fully airconditioned function room - Provision of good sound system and functional microphones - with free flowing coffee -venue is within Butuan City - free use of other hotel facilities for team building activity						
TOTAL AMOUNT IN FIGURES:				₱ _____		
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: _____

Address: _____ EmailAddress: _____

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

Date: _____

REGIONAL STATISTICAL SERVICE OFFICE XIII (Caraga Region)

Freeman Building, J.C. Aquino Avenue, Butuan City 8600

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