



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: **SMALL VALUE PROCUREMENT** on **PhilSys Step 2 Registration Provincial Level Training**

Name of Project	PSA PHILSYS Agusan del Norte Step 2 Registration
Solicitation	ADN PR No. 2022-01-0005
Location	PSA - Agusan del Norte
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	P 167,700.00
Date of Delivery	January 20-22, 2022

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on JAN 12 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

B. I. Bonachita
BERNADETH I. BONACHITA
 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. 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.
8. 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.
9. 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
PSA PHILSYS Agusan del Norte Step 2 Registration						
Date: January 20-22, 2022						
IN LOT (Catering with free use of Venue/Function Room)						
Specifications:						
CATERING SERVICES (MEALS AND SNACKS)	(MEALS AND SNACKS)					*AM
	Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/bottle) Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits *PM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/bottle)					
VENUE/ FUNCTION ROOM	VENUE/FUNCTION ROOM:					
	<ul style="list-style-type: none"> •Provision of two (2) separate function rooms or function halls for the two (2) Classes; Class 1: 43 pax; Class 2: 43 pax •should have a capacity to accommodate the number of participants considering 1 meter radius distance per person (physical/social distancing) •with tables and chairs that can accommodate the number of participants per class •can allow the use of computers and projectors/in-focus •air-conditioned and well-lighted •unlimited purified drinking water with dispenser and coffee •provision of functioning sound system, at least 3 microphones, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard •1 free activity tarpaulin (at least 24 sq. feet) •available for use from 6:00 A.M. to 8:00 P.M. daily 					

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Venue: Within Butuan City						
CLASS 1						
January 20, 2022 (Day 1)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
January 21, 2022 (Day 2)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
January 22, 2022 (Day 3)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
CLASS 2						
January 20, 2022 (Day 1)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
January 21, 2022 (Day 2)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
January 22, 2022 (Day 3)						
AM SNACKS	pax	43	P _____	P _____		
LUNCH	pax	43	P _____	P _____		
PM SNACKS	pax	43	P _____	P _____		
TOTAL AMOUNT IN FIGURES:				P		
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: _____						