



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** on for **Catering Services with Free Use of Venue** for the **3rd Level Training on July 2022 Labor Force Survey (LFS)/Annual Poverty Indicator Survey (APIS)**.

Name of Project	3rd Level Training on July 2022 Labor Force Survey (LFS)/Annual Poverty Indicator Survey (APIS)
Solicitation	PSA ADN PR No. 2022-06-0061
Location	PSA - Agusan del Norte
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php74,750.00
Date of Delivery	June 27 - July 1, 2022 (5 Days)

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 17 June 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
 RBAC Vice-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
Activity: 3rd Level Training on July 2022 Labor Force Survey (LFS)/Annual Poverty Indicator Survey (APIS)						
Date: June 27 - July 1, 2022						
VENUE	Within Butuan City					
IN LOT (Catering with free use of Venue/Function Room)						
CATERING SERVICES (MEALS AND SNACKS)	The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time: <ul style="list-style-type: none"> • Breakfast - not later than 7:00 AM • AM Snacks – not later than 9:30 AM • Lunch – not later than 11:30 AM • PM Snacks – not later than 2:30 PM • Dinner – not later than 5:30 PM 					
	• Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea					
	• 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 2 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) • Dinner comprised of 2 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits					

FUNCTION ROOM/HALL	•Provision of a function room or function hall having 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				
	• can allow use of computers/laptops/tablets and projectors/Infocus				
	• air-conditioned and well-lighted				
	• unlimited purified drinking water with dispenser and coffee				
	• provision of functioning sound system, at least 2 microphones, 1 projector, 1 projector				
	• 1 free activity tarpaulin (at least 24 sq. ft.)				
ADDITIONAL REQUIREMENTS	• available for use from 6:00 A.M. to 8:00 P.M. daily				
	• Provision of thermal scanner • Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT guidelines under "new normal"				
PARTICULARS:					
June 27, 2022 (Day 1)					
	Breakfast	pax	13		
	AM Snacks	pax	13		
	Lunch	pax	13		
	PM Snacks	pax	13		
	Dinner	pax	13		
June 28, 2022 (Day 2)					
	Breakfast	pax	13		
	AM Snacks	pax	13		
	Lunch	pax	13		
	PM Snacks	pax	13		
	Dinner	pax	13		
June 29, 2022 (Day 3)					
	Breakfast	pax	13		
	AM Snacks	pax	13		
	Lunch	pax	13		
	PM Snacks	pax	13		
	Dinner	pax	13		
June 30, 2022 (Day 4)					
	Breakfast	pax	13		
	AM Snacks	pax	13		
	Lunch	pax	13		
	PM Snacks	pax	13		
	Dinner	pax	13		
July 1, 2022 (Day 5)					
	Breakfast	pax	13		
	AM Snacks	pax	13		
	Lunch	pax	13		
	PM Snacks	pax	13		
	Dinner	pax	13		
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: _____