



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**

<b>Name of Project</b>	PSA PHILSYS Agusan del Norte Step 2 Registration
<b>Solicitation</b>	ADN PR No. 2022-01-0010
<b>Location</b>	PSA - Agusan del Norte
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	P 152,100.00
<b>Date of Delivery</b>	January 21-23, 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 18 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

**MELCHOR B. BAUTISTA**  
Vice-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, Tax Clearance, BIR Certificate of Registration 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
PSA PHILSYS Agusan del Norte Step 2 Registration						
Date: January 21-23, 2022						
IN LOT (Catering with free use of Venue/Function Room)						
Specifications:						
<b>CATERING SERVICES (MEALS AND SNACKS)</b>						*AM
(MEALS AND SNACKS) 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)						
<b>VENUE/ FUNCTION ROOM</b>						
<b>VENUE/FUNCTION ROOM:</b> •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						
<b>CLASS 1</b>						
January 21, 2022 (Day 1)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	P _____	P _____		
January 22, 2022 (Day 2)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	P _____	P _____		
January 23, 2022 (Day 3)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	P _____	P _____		
<b>CLASS 2</b>						
January 21, 2022 (Day 1)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	P _____	P _____		
January 22, 2022 (Day 2)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	P _____	P _____		
January 23, 2022 (Day 3)						
AM SNACKS	pax	39	P _____	P _____		
LUNCH	pax	39	P _____	P _____		
PM SNACKS	pax	39	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: \_\_\_\_\_