



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 (IN LOT)** for **Catering Services with Free Use of Function Room for the Second Level Training on the 2022 Commodity and Outlet Survey (COS)**.

<b>Name of Project</b>	<b>2022 Commodity and Outlet Survey (COS)</b>
<b>Solicitation</b>	PSA-ADN PR NO. 2022-03-0026
<b>Location</b>	PSA - Agusan del Norte
<b>Brief Description</b>	Refer to Bid Form below (Specifications)
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php72,000.00</b>
<b>Date of Delivery</b>	March 28 - 31, 2022 (4 Days Only)

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 **March 18, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**BERNADETH I. BONACHITA**  
 RBAC 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
<b>IN LOT: Procurement for Catering Services with Free Use of Function Room for the Second Level Training on the 2022 Commodity and Outlet Survey (COS)</b>  <b>SPECIFICATIONS:</b> <b>VENUE: Must be within Butuan City</b>						
<b>CATERING SERVICES (MEALS AND SNACKS:</b> <b>Breakfast, Lunch, Dinner, AM &amp; PM Snacks to be pre-selected by PSA Representative)</b> <b>(MEALS AND SNACKS)</b>						
<b>AM/PM Snacks</b> 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>Lunch</b> comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>VENUE/FUNCTION ROOM:</b> •Provision of one function room •should have a capacity to accommodate the number of participants per class 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/laptops/tablets 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						
<b>ADDITIONAL REQUIREMENTS:</b> •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"						
<b>Day 1 (March 28, 2022)</b>						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
<b>Day 2 (March 29, 2022)</b>						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
<b>Day 3 (March 30, 2022)</b>						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
<b>Day 4 (March 31, 2022)</b>						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P		
<b>TOTAL AMOUNT IN WORDS:</b>						

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: \_\_\_\_\_