



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 **In Lot: Meals, Venue and Accommodation for the conduct of 2021 Pilot Community Based Monitoring System Supervision and Assessment**

Name of Project	General Administrative Support Service
Solicitation	ADS PR No. 2021-10-066
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php64,125.00
Date of Delivery	October 10-22, 2021

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 **October 6, 2021** 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
Meals, Venue and Accommodation for the conduct of 2021 Pilot Community-Based Monitoring System Supervision and Assessment October 10-22, 2021						
IN LOT: INCLUSIONS ROOM ACCOMMODATION: single up to double room occupancy, separate bed (with 1 meter distance between beds) per person; air-conditioned and well-lighted, free drinking water and with toilet inside (with toiletries, soap, shampoo, and dental kit). CATERING SERVICES (MEALS AND SNACKS) *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 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) *Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits ADDITIONAL REQUIREMENTS *Provision of function hall on October 21, 2021 *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"						
Arrival (October 10, 2021)						
Lunch	pax	3	P _____	P _____		
PM Snacks	pax	3	P _____	P _____		
Dinner	pax	3	P _____	P _____		
Accommodation	pax	3	P _____	P _____		
Day 1 (October 11, 2021)						
Breakfast	pax	3	P _____	P _____		
Dinner	pax	3	P _____	P _____		
Accommodation	pax	3	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 2 (October 12, 2021)						
Breakfast	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 3 (October 13, 2021)						
Breakfast	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 4 (October 14, 2021)						
Breakfast	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 5 (October 15, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 6 (October 16, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 7 (October 17, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 8 (October 18, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 9 (October 19, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Day 10 (October 20, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	3	P_____	P_____		
Lunch	pax	3	P_____	P_____		
PM Snacks	pax	3	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 11 (October 21, 2021)						
Breakfast	pax	3	P_____	P_____		
AM Snacks	pax	6	P_____	P_____		
Lunch	pax	6	P_____	P_____		
PM Snacks	pax	6	P_____	P_____		
Dinner	pax	3	P_____	P_____		
Accommodation	pax	3	P_____	P_____		
Departure (October 22, 2021)						
Breakfast	pax	3	P_____	P_____		
TOTAL AMOUNT IN FIGURES:				P_____		
TOTAL AMOUNT IN WORDS:						
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: _____						