



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 for the Provincial Level Training on CBMS Data Processing System Module 2 (DPS 2) for 2021 Pilot CBMS Operations**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	ADS PR No. 2022-01-012
<b>Location</b>	PSA - AGUSAN DEL SUR
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	Php266,860.00
<b>Date of Delivery</b>	January 23-27, 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 **January 18, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

*Melchor B. Bautista*  
**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
<b>Provincial Level Training on CBMS Data Processing System Module 2 (DPS 2) for 2021 Pilot CBMS Operations</b>  January 23-27, 2022						
<b>IN LOT</b> <b>INCLUSIONS</b> <b>Venue:</b> Must be within San Francisco, Agusan del Sur						
<b>FUNCTION ROOM</b> •Provision of one (1) function room that could accommodate 44 participants Room: •should have a capacity to accommodate the number of participants of each class considering 1 meter radius distance per person (physical/social distancing) •with tables and chairs that can accommodate the number of participants •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 and whiteboard •1 free activity tarpaulin (at least 24 sq. feet) •available for use from 6:00 A.M. to 7:00 P.M. daily <b>•ROOM ACCOMMODATION</b> • 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 daily).						
<b>CATERING SERVICES (MEALS AND SNACKS)</b> • Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea; meal setting: managed buffet; serving time: 6:00 AM to 7:00 AM • 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): serving time 9:45 AM to 10:00 AM • Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits, meal setting: managed buffet; serving time: 11:30 AM to 12:00 PM • 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); serving time: 2:45 PM to 3:00 PM • Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits, meal setting: managed buffet; serving time: 5:30 PM to 6:30 PM						
<b>ADDITIONAL REQUIREMENTS</b> • Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT guidelines under "new normal"						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Arrival (January 23, 2022)</b>						
Lunch	pax	2	P _____	P _____		
PM Snacks	pax	2	P _____	P _____		
Dinner	pax	2	P _____	P _____		
Accommodation	pax	2	P _____	P _____		
<b>Day 1 (January 24, 2022)</b>						
Breakfast	pax	44	P _____	P _____		
AM snacks	pax	44	P _____	P _____		
Lunch	pax	44	P _____	P _____		
PM snacks	pax	44	P _____	P _____		
Dinner	pax	44	P _____	P _____		
Accommodation	pax	44	P _____	P _____		
<b>Day 2 (January 25, 2022)</b>						
Breakfast	pax	44	P _____	P _____		
AM snacks	pax	44	P _____	P _____		
Lunch	pax	44	P _____	P _____		
PM snacks	pax	44	P _____	P _____		
Dinner	pax	44	P _____	P _____		
Accommodation	pax	44	P _____	P _____		
<b>Day 3 ( January 26, 2022)</b>						
Breakfast	pax	44	P _____	P _____		
AM snacks	pax	44	P _____	P _____		
Lunch	pax	44	P _____	P _____		
PM snacks	pax	44	P _____	P _____		
Dinner	pax	44	P _____	P _____		
Accommodation	pax	44	P _____	P _____		
<b>Departure (January 27, 2022)</b>						
Breakfast	pax	44	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: _____						