



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 and Snacks with free use of venue for the PhilSys Step 2 Registration Provincial Level Refresher's Training**

Name of Project	General Administrative Support Service
Solicitation	ADS PR No. 2022-01-013
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php126,750.00
Date of Delivery	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 **January 18, 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:

- 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
PhilSys Step 2 Registration Provincial Level Refresher's Training						
Date: January 21-23, 2022						
IN LOT:						
INCLUSIONS						
CATERING SERVICES (with free use of venue/function room)						
*AM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/ bam-i/spaghetti) or cake/pastry/sandwich or suman/puto-maya/ empanada, Tuna 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 or suman/puto-maya/ empanada and hot choco/tea/juice/soft drink (in glass/can/bottle)						
VENUE/FUNCTION ROOM:						
•Provision of TWO (2) separate function rooms for 2 Classes (Class 1: 32 participants , Class 2: 33 Participants)						
•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						
•Must be within San Francisco, Agusan del Sur						
ADDITIONAL REQUIREMENTS						
• 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"						
IN LOT:						
CLASS 1						
Day 1: January 21, 2022						
AM Snacks : (Tuna Sandwich and Juice in a can)	pax	32	P_____	P_____		
Lunch (Fish Fillet, Chicken Tinola, Lechon Kawali, Rice, 1 side dish and Soft drinks, dessert/fruit)	pax	32	P_____	P_____		
PM Snacks (Empanada and Hot Choco)	pax	32	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: January 22, 2022						
AM Snacks : Chicken sandwich and Juice in a can	pax	32	P_____	P_____		
Lunch: (Beef Nilaga, Kinilaw, Calamares, rice, 1 side dish, Soft Drinks, Dessert,)	pax	32	P_____	P_____		
PM Snacks Carbonara and Fresh Fruit Juice	pax	32	P_____	P_____		
Day 3: January 23, 2022						
AM Snacks Bibingka and Juice in a Can	pax	32	P_____	P_____		
Lunch: (Beef Steak, Fried Chicken and Fish Tinola, rice, 1 side dish, Soft Drinks, Dessert,)	pax	32	P_____	P_____		
PM Snacks (Spaghetti and Iced Tea)	pax	32	P_____	P_____		
CLASS 2						
Day 1: January 21, 2022						
AM Snacks : (Tuna Sandwich and Juice in a can)	pax	33	P_____	P_____		
Lunch (Fish Fillet, Chicken Tinola, Lechon Kawali, Rice, PM Snacks (Empanada and Hot Choco)	pax	33	P_____	P_____		
	pax	33	P_____	P_____		
Day 2: January 22, 2022						
AM Snacks : Chicken sandwich and Juice in a can	pax	33	P_____	P_____		
Lunch: (Beef Nilaga, Kinilaw, Calamares, rice, 1 side dish, Soft Drinks, Dessert,)	pax	33	P_____	P_____		
PM Snacks Carbonara and Fresh Fruit Juice	pax	33	P_____	P_____		
Day 3: January 23, 2022						
AM Snacks Bibingka and Juice in a Can	pax	33	P_____	P_____		
Lunch: (Beef Steak, Fried Chicken and Fish Tinola, rice, 1 side dish, Soft Drinks, Dessert,)	pax	33	P_____	P_____		
PM Snacks (Spaghetti and Iced Tea)	pax	33	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: _____						