



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement: **Small Value Procurement: 3rd Level Training on 2021 Processing of Post-Census Maps**

Name of Project	General Administrative Support Service
Solicitation	ADS PR No. 2021-04-023
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php 203,325.00
Date of Delivery	May 3-7, 2021

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **8:00 A.M** on **April 20, 2021** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

Bernadeth I. Bonachita
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 RFO.
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
Activity: 3rd Level Training on 2021 Processing of Post-Census Maps						
Date of Activity: May 3-7, 2021						
Venue: Must be within San Francisco, Agusan del Sur						
IN LOT						
Inclusions:						
FUNCTION ROOM						
<ul style="list-style-type: none"> • Provision of one function room per class Every function room: <ul style="list-style-type: none"> • 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 of the class • can allow use of computers/laptops/tablets and projectors/Infocus • 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 7:00 P.M. daily 						
ROOM ACCOMMODATION						
<ul style="list-style-type: none"> • 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). • 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) 						
ADDITIONAL REQUIREMENTS						
<ul style="list-style-type: none"> • 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" • Provision of function hall 						
Arrival (May 2, 2021)						
Dinner	pax	10	P_____	P_____		
Accommodation	pax	10	P_____	P_____		
Day 1 (May 3, 2021)						
Breakfast	pax	19	P_____	P_____		
AM Snacks	pax	19	P_____	P_____		
Lunch	pax	19	P_____	P_____		
PM Snacks	pax	19	P_____	P_____		
Dinner	pax	19	P_____	P_____		
Accommodation	pax	19	P_____	P_____		
Day 2 (May 4, 2021)						
Breakfast	pax	19	P_____	P_____		
AM Snacks	pax	19	P_____	P_____		
Lunch	pax	19	P_____	P_____		
PM Snacks	pax	19	P_____	P_____		
Dinner	pax	19	P_____	P_____		
Accommodation	pax	19	P_____	P_____		
Day 3 (May 5, 2021)						
Breakfast	pax	19	P_____	P_____		
AM Snacks	pax	19	P_____	P_____		
Lunch	pax	19	P_____	P_____		
PM Snacks	pax	19	P_____	P_____		
Dinner	pax	19	P_____	P_____		
Accommodation	pax	19	P_____	P_____		
Day 4 (May 6, 2021)						
Breakfast	pax	19	P_____	P_____		
AM Snacks	pax	19	P_____	P_____		
Lunch	pax	19	P_____	P_____		
PM Snacks	pax	19	P_____	P_____		
Dinner	pax	19	P_____	P_____		
Accommodation	pax	19	P_____	P_____		
Day 5 (May 7, 2021)						
Breakfast	pax	19	P_____	P_____		
AM Snacks	pax	19	P_____	P_____		
Lunch	pax	19	P_____	P_____		
PM Snacks	pax	19	P_____	P_____		
Dinner	pax	19	P_____	P_____		
Accommodation	pax	19	P_____	P_____		
Departure (May 8, 2021)						
Breakfast	pax	10	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: _____						
Fax No. _____ Tel No. _____ EmailAddress: _____						
Date: _____						