



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas

REQUEST FOR QUOTATION
RFQ # 2019-11-316

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for **Catering Services during the P/C/MCCB Convening Meeting.**

Name of Project	2020 Census of Population and Housing
Solicitation (If posted at the PhilGEPS)	0700-2019-11-059
Purchase Request No.	0722-2019-11-056
Location	City and Municipality of Cebu Province
Brief Description	Please refer to the Bid Form
Quantity	1
Approved Budget for the Contract (ABC)	Php 292,200.00
Contract Duration	
Date of Delivery	November and December 2019

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **18 NOVEMBER 2019, 5:00 P.M** through the address below, subject to the Terms and Conditions provided in this RFQ:

Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City

Attn.: Mr. Caylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com

or

Ms. Rosemary S. Yagong
Provincial BAC Secretariat
Contact No.: (032) 255-8573


EDWINA M. CARRIAGA
R07 BAC 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. Bidders shall provide correct and accurate information required in this form.
4. Bidders may quote for any or all the items.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 2

6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number/Certificate
 - Income/Business Tax Return (for ABCs above P500K)
 - Omnibus Sworn Statement (for ABCs above P50K)
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 3

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Ensure to check the "Compliance with Technical Specifications" Column.
4. Submit your bid in any of the following:
 - a. Sealed in an envelope or
 - b. Email to psa07.rbac@gmail.com only
5. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

[illegible]

26. Madridejos: 18 pax						()	()
27. Malabuyoc: 18 pax						()	()
28. Medellin: 18 pax						()	()
29. Minglanilla: 18 pax						()	()
30. Moalboal: 18 pax						()	()
31. City of Naga: 18 pax						()	()
32. Oslob: 18 pax						()	()
33. Pilar: 18 pax						()	()
34. Pinamungajan: 18 pax						()	()
35. Poro: 18 pax						()	()
36. Ronda: 18 pax						()	()
37. Samboan: 18 pax						()	()
38. San Fernando: 18 pax						()	()
39. San Francisco: 18 pax						()	()
40. San Remigio: 18 pax						()	()
41. Santa Fe: 18 pax						()	()
42. Santander: 18 pax						()	()
43. Sibonga: 18 pax						()	()
44. Sogod: 18 pax						()	()
45. Tabogon: 18 pax						()	()
46. Tabuelan: 18 pax						()	()
47. Talisay City: 18 pax						()	()
48. Toledo City: 18 pax						()	()
49. Tuburan: 18 pax						()	()
50. Tudela: 18 pax						()	()
Food Requirements (balanced nutritious diet)							
1. For Provincial & HUCs convening:							
AM snacks and Buffet Lunch (rice, soup, appetizer, 2 main courses (for fish, it should not be cream dory), dessert, and drinks (fresh fruit juice not powdered juice)						()	()
For Component Cities/Municipalities:							
AM snacks and Packed Lunch (rice, appetizer, 3 main courses (for fish, it should not be cream dory), dessert, and drinks (fresh fruit juice not powdered juice)						()	()
2. Serving Time							
*****AM snacks- 10:00 am						()	()
*****Lunch - 12:00 nn							
3. Provision of free-flowing coffee/milo during the entire duration of the activity.						()	()
4. Provision of purified drinking water with dispenser						()	()
5. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)						()	()
6. Attach menu upon submission of the bid form						()	()
Other requirements:							
1. Should have standby waiter/s.						()	()
2. Aftercare must be observed by the waiters/caterer.						()	()
3. Payment will be based on the actual no of pax served.						()	()
4. Mode of Payment: Equivalent amount may be paid within 15-30 days after delivery of at least						()	()

	50% of the contracted service. Balance shall be paid within 15-30 days after full delivery and receipt of the billing statement.							
	5. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
	TOTAL AMOUNT IN WORDS : <hr/> <hr/>							

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 _____

TIN #: _____ (Please specify if **VAT** or **NON-VAT**)

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____