



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

REQUEST FOR QUOTATION
RFQ # 2019-11-341

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 P/C/MCCB Convening Meeting.

Name of Project	2020 Census of Population and Housing
Solicitation (If posted at the PhilGEPS)	0700-2019-11-064
Purchase Request No.	0722-2019-11-056
Location	City and Municipality of Cebu Province
Brief Description	Please refer to the Bid Form
Quantity	992
Approved Budget for the Contract (ABC)	Php 270,600.00
Contract Duration	November and December 2019
Date of Delivery	

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **10 DECEMBER 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.

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.

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.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
	Catering Services during the P/C/MCCB Convening Meeting						()	()
	*Period Covered: November - December 2019 (Note: Specific dates to be advised, dates may vary in different municipalities)						()	()
	No. Province: 1						()	()
	1. Provincial Capitol	pax	20	PhP 300.00			()	()
	Highly Urbanized Cities (HUC): 3							
	1. Cebu City: 18 Pax	pax	18	PhP 300.00			()	()
	2. Lapu-Lapu City: 18 Pax	pax	18	PhP 300.00			()	()
	3. Mandaue City: 18 Pax	pax	18	PhP 300.00			()	()
	Component Cities/Municipalities: 46							
	1. Alcantara	pax	18	PhP 300.00			()	()
	2. Alcoy	pax	18	PhP 300.00			()	()
	3. Alegria	pax	18	PhP 300.00			()	()
	4. Aloguinsan	pax	18	PhP 300.00			()	()
	5. Argao	pax	18	PhP 300.00			()	()
	6. Asturias	pax	18	PhP 300.00			()	()
	7. Badian	pax	18	PhP 300.00			()	()
	8. Balamban	pax	18	PhP 300.00			()	()
	9. Bantayan	pax	18	PhP 300.00			()	()
	10. Barili	pax	18	PhP 300.00			()	()
	11. City of Bogoto	pax	18	PhP 300.00			()	()
	12. Boljoon	pax	18	PhP 300.00			()	()
	13. Borbon	pax	18	PhP 300.00			()	()
	14. City of Carcar	pax	18	PhP 300.00			()	()
	15. Carmen	pax	18	PhP 300.00			()	()
	16. Catmon	pax	18	PhP 300.00			()	()
	17. Compostela	pax	18	PhP 300.00			()	()
	18. Cordova	pax	18	PhP 300.00			()	()

19. Daanbantayan	pax	18	PhP 300.00			()	()
20. Dalaguete	pax	18	PhP 300.00			()	()
21. Danao City	pax	18	PhP 300.00			()	()
22. Dumanjug	pax	18	PhP 300.00			()	()
23. Ginatilan	pax	18	PhP 300.00			()	()
24. Liloan	pax	18	PhP 300.00			()	()
25. Madridejos	pax	18	PhP 300.00			()	()
26. Malabuyoc	pax	18	PhP 300.00			()	()
27. Medellin	pax	18	PhP 300.00			()	()
28. Minglanilla	pax	18	PhP 300.00			()	()
29. City of Naga	pax	18	PhP 300.00			()	()
30. Oslob	pax	18	PhP 300.00			()	()
31. Pilar	pax	18	PhP 300.00			()	()
32. Pinamungajan	pax	18	PhP 300.00			()	()
33. Poro	pax	18	PhP 300.00			()	()
34. Samboan	pax	18	PhP 300.00			()	()
35. San Fernando	pax	18	PhP 300.00			()	()
36. San Francisco	pax	18	PhP 300.00			()	()
37. San Remigio:	pax	18	PhP 300.00			()	()
38. Santa Fe	pax	18	PhP 300.00			()	()
39. Santander	pax	18	PhP 300.00			()	()
40. Sibonga	pax	18	PhP 300.00			()	()
41. Sogod	pax	18	PhP 300.00			()	()
42. Tabogon:	pax	18	PhP 300.00			()	()
43. Tabuelan	pax	18	PhP 300.00			()	()
44. Toledo City	pax	18	PhP 300.00			()	()
45. Tuburan:	pax	18	PhP 300.00			()	()
46. Tudela	pax	18	PhP 300.00			()	()
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.						()	()
Terms and Conditions:							
1. Payment will be based on the actual no of pax served.						()	()
2. 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.						()	()
3. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
4. Free of charge for the delivery of goods						()	()
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 _____

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

Address: _____ Email Address: _____

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

Date: _____