



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 **Meals, snacks, accommodation for the Second Level Training on the Generation and Processing of Qfield GeoPackages for the 2022 CBMS Rollout.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>RSSO PR No. 2022-04- 136</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php254,135.00</b>
<b>Date of Delivery</b>	<b>May 10-13, 2022</b>

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 May 2, 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City. -

**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
<b>Activity:</b> <b>Generation and Processing of Qfield GeoPackages for the Community-Based</b>  <b>In Lot: Meals and Snacks and Accommodation</b>  <b>INCLUSIONS:</b> VENUE Must be within Butuan City. •Provision of function room. •Should have a capacity to accommodate the number of participants 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 FUNCTION ROOM •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 AM to 8:00 PM daily ROOM ACCOMMODATION •Single up to double room occupancy with an area of at least 32 sq. meters, 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: 3 main dishes, dessert/fruits, rice, coffee/tea CATERING SERVICES (MEALS AND SNACKS): •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) Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative •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), dessert/fresh fruits ADDITIONAL REQUIREMENT •Provision of thermal scanner •Strong Wifi/Internet connection with at least 20Mbps; with parking space; whiteboard markers and whiteboard erasers;						
<b>Arrival (May 9, 2022)</b>						
Dinner	pax	10	P _____	P _____		
Accommodation	pax	10	P _____	P _____		
<b>Day 1 (May 10, 2022)</b>						
Breakfast	pax	26	P _____	P _____		
AM Snacks	pax	26	P _____	P _____		
Lunch	pax	26	P _____	P _____		
PM Snacks	pax	26	P _____	P _____		
Dinner	pax	26	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Accommodation	pax	26	P_____	P_____		
<b>Day 2 (May 11, 2022)</b>						
Breakfast	pax	26	P_____	P_____		
AM Snacks	pax	26	P_____	P_____		
Lunch	pax	26	P_____	P_____		
PM Snacks	pax	26	P_____	P_____		
Dinner	pax	26	P_____	P_____		
Accommodation	pax	26	P_____	P_____		
<b>Day 3 (May 12, 2022)</b>						
Breakfast	pax	26	P_____	P_____		
AM Snacks	pax	26	P_____	P_____		
Lunch	pax	26	P_____	P_____		
PM Snacks	pax	26	P_____	P_____		
Dinner	pax	26	P_____	P_____		
Accommodation	pax	26	P_____	P_____		
<b>Day 4 (May 13, 2022)</b>						
Breakfast	pax	26	P_____	P_____		
AM Snacks	pax	26	P_____	P_____		
Lunch	pax	26	P_____	P_____		
PM Snacks	pax	26	P_____	P_____		
Dinner	pax	26	P_____	P_____		
Accommodation	pax	7	P_____	P_____		
<b>Departure (May 14, 2022)</b>						
Breakfast	pax	7	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: _____						