



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 and Snacks with Free Use of Venue for the conduct of 3rd Level Training for January 2022 Labor Force Survey and Family Income and Expenditure Survey Visit 2.**

Name of Project	General Administrative Support Service
Solicitation	PDI PR No. 2022-01-010
Location	PSA-Province of Dinagat Islands
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php141,050.00
Date of Delivery	January 28- February 3, 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 am on **January 24, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

B. 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 RFQ.
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
In Lot: Meals and Snacks with Free Use of Venue for the conduct of 3rd Level Training for January 2022 Labor Force Survey and Family Income and Expenditure Survey Visit 2						
Date: January 28- February 3, 2022						
January 28, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
January 29, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
January 30, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
January 31, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
February 1, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
February 2, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
February 3, 2022						
AM Snacks	pax	31	P _____	P _____		
Lunch	pax	31	P _____	P _____		
PM Snacks	pax	31	P _____	P _____		
INCLUSIONS:						
VENUE	• Must be within Province of Dinagat Islands					
FUNCTION ROOM	<ul style="list-style-type: none"> • Availability of LCD Projector, Projector Screen, sound system, extension wires and at least 2 two microphones • Preferably airconditioned • Venue Must have enough space for excercises (minimum of 60 sqm) • With white boards, chairs and tables • Provision of Backdrop streamer • Water Dispenser with free water • Provision of Free Flowing Coffee • Venue with internet connection • Provision of Thermal scanner & sanitizers 					
CATERING SERVICES (MEALS AND SNACKS)	<ul style="list-style-type: none"> •Lunch (Rice, 2 main dish, 1 side dish, dessert, soup, soft drinks and water) •AM and PM Snacks 					
ADDITIONAL REQUIREMENTS	• DOT Certification					
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: _____ EmailAddress: _____						
Fax No. _____ Tel No. _____ Cellphone No. _____						
Date: _____						