



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 for the conduct of Learning Session and Updates on Civil Registration for MCRs of Dinagat Islands, Various Activities in Celebration of the 32nd National Statistics Month, Provincial Level Training on PhilSys Step 2 Registration (Batch 2) and Echo-training on Civil Registration and Vital Statistics 101 (CRVS-101) for PSA Employees, MCR and staff in Dinagat Islands.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>PDI PR No. 2021-09-082; PR No. 2021-09-083; PDI PR No. 2021-09-084; PR No. 2021-09-087;</b>
<b>Location</b>	PSA-Province of Dinagat Islands
<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>Lot 1: Php 3,250.00; Lot 2: Php 4,875.00; Lot 3: Php 6,000.00; Lot 4: Php 6,000.00; Lot 5: Php 15,750.00; Lot 6: Php16,800.00; Lot 7: Php 15,200.00</b>
<b>Date of Delivery</b>	Lot 1: October 15, 2021; Lot 2: October 19, 2021; Lot 3: October 21, 2021; Lot 4: October 27, 2021; Lot 5: October 26, 2021; Lot 6: October 13-15, 2021; Lot 7: October 28-29, 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 am on October 7, 2021, 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 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	
					YES	NO
<b>Lot 1: Meals &amp; Snacks for the conduct of Learning Session and Updates on Civil Registration for MCRs of Dinagat Islands</b> Date: October 15, 2021 <b>October 15, 2021</b> AM Snacks (Custard Cake and Watermelon Juice)	pax	10	P _____	P _____		
Lunch (Rice, Crispy Pork Chop, Ginataang Manok with Papaya & Pechay, Grilled Fish/Bangus, Fruits and Bottled Softdrink)	pax	10	P _____	P _____		
<b>Lot 2: AM Snacks and Lunch for Data Appreciation Seminar for Establishment-based Surveys for PSA Employees</b> Date: October 19, 2021				P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical	
					YES	NO
<b>October 19, 2021</b> AM snacks (Pre-selected by PSA Representative) Lunch (Rice, 2 main dish, 1 side dish, fruits/dessert, softdrink) <i>-With free and flowing coffee and water</i>	pax	15	P _____	P _____		
	pax	15	P _____	P _____		
<b>Lot 3: Meals &amp; Snacks for Echo Training on Basic Statistics for PSA Employees &amp; COSW</b>  Date: October 21, 2021  <b>October 21, 2021</b> AM snacks (Pre-selected by PSA Representative) Lunch (Rice, 2 main dish, 1 side dish, fruits/dessert, softdrink) PM snacks (Pre-selected by PSA Representative) <i>-With free and flowing coffee and water</i>				P _____		
	pax	15	P _____	P _____		
	pax	15	P _____	P _____		
	pax	15	P _____	P _____		
<b>Lot 4: Meals &amp; Snacks for Echo Training on MS Excel and Data Management for PSA Employees &amp; COSW</b>  Date: October 27, 2021  <b>October 27, 2021</b> AM snacks (Pre-selected by PSA Representative) Lunch (Rice, 2 main dish, 1 side dish, fruits/dessert, softdrink) PM snacks (Pre-selected by PSA Representative) <i>-With free and flowing coffee and water</i>				P _____		
	pax	15	P _____	P _____		
	pax	15	P _____	P _____		
	pax	15	P _____	P _____		
<b>Lot 5: AM Snacks and Lunch with free use of Venue for PSA-Dinagat Islands Stakeholders Forum (Establishment-Based Surveys)</b>  Date: October 26, 2021  <b>October 26, 2021</b> AM snacks (Pre-selected by PSA Representative) Lunch (Rice, 2 main dish, 1 side dish, fruits/dessert, softdrink)  <b>Other inclusions:</b> -Free venue for Stakeholders Forum -Free use of Sound system during Stakeholder's Forum -Free and flowing coffee and water -Backdrop (Size: 4ft. x 6ft)				P _____		
	pax	35	P _____	P _____		
	pax	35	P _____	P _____		
<b>Lot 6: Meals &amp; Snacks for the conduct of Provincial Level Training on PhilSys Step 2 Registration (Batch 2)</b>  Date: October 13-15, 2021  <b>October 13, 2021</b> AM snacks (Pansit Canton with Toasted Bread and calamansi juice)  Lunch (Fish Tinola, Grilled Eggplant Salad with Coco Milk, Chicken Cordon Bleu, Rice, fresh fruits and soft drinks in bottle)  PM snacks (Puto Flan with ube buchi and cucumber juice)						
	pax	14	P _____	P _____		
	pax	14	P _____	P _____		
	pax	14	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical	
					YES	NO
<b>October 14, 2021</b>						
AM snacks (Empanada with Chikalang and watermelon juice)	pax	14	P _____	P _____		
Lunch (Native Chicken Tinola, Mixed Vegetables, Fish Kinilaw, Rice, fresh fruits and soft drinks in bottle)	pax	14	P _____	P _____		
PM snacks (Puto cheese with sikwate)	pax	14	P _____	P _____		
<b>October 15, 2021</b>						
AM snacks (Pancit Guisado with Toasted bread and kamote tops juice)	pax	14	P _____	P _____		
Lunch (Fish Sinigang, Pork Ribs Stew, Sinuglaw, Rice, fresh fruits and soft drinks in bottle)	pax	14	P _____	P _____		
PM snacks (Tuna Sandwich and buko juice with meat)	pax	14	P _____	P _____		
<b>Lot 7: Meals &amp; Snacks for the conduct of Echo-training on Civil Registration and Vital Statistics 101 (CRVS-101) for PSA Employees, MCR and staff in Dinagat Islands</b>						
Date: October 28-29, 2021						
<b>October 28, 2021</b>						
AM snacks (Fresh Lumpia Veggies and Lemon Juice)	pax	19	P _____	P _____		
Lunch (Rice, Chicken Afritada, Pork Mechado, Fish Tinola and Fruits)	pax	19	P _____	P _____		
PM snacks (Chicken Sandwich and Cucumber Juice)	pax	19	P _____	P _____		
<b>October 29, 2021</b>						
AM snacks (Binignit Halo-halo and Melon Juice)	pax	19	P _____	P _____		
Lunch (Rice, Pork Kare-kare, Crispy Fried Chicken, Rellenong Bangus and Fruits)	pax	19	P _____	P _____		
PM snacks (Suman with Mango and Hot Chocolate/Tablea)	pax	19	P _____	P _____		
<b>Inclusion: Free flowing coffee</b>						
<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: _____						