



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 and Accommodation for the Processing of the Second and Third Level Training on the Processing of 2020 CPH Post-Census Maps.**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2021-03-093A
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php951,050.00
Date of Delivery	April 25- May 1, 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 A.M on April 5, 2021 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC Vice-Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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.
- 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.
- 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.
- 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
Activity: Second and Third Level Training on the Processing of Post-Census Maps						
IN LOT (2 Classes)						
INCLUSIONS:						
VENUE:						
Must be within Butuan City.						
FUNCTION ROOM:						
•Provision of one function room per class						
Every function room:						
•Should have a capacity to accommodate the number of participants per class considering 1 meter radius distance per person (physical/social distancing)						
•With tables and chairs that can accommodate the number of participants per class						
•Can allow the use of computers/laptops/tablets and projectors/in-focus						
•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, whiteboard						
•1 free activity tarpaulin (at least 24 sq. feet)						
•Available for use from 6:00 A.M. to 8:00 P.M. daily						
ROOM ACCOMMODATION:						
•Single up to double room occupancy, 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).						
CATERING SERVICES (MEALS AND SNACKS: (Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative)						
Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea						
•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)						
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)						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
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 parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT guidelines under "new normal"						
•Provision of two (2) function halls for two classes.						
Arrival (April 25, 2021)						
Dinner	pax	27	P_____	P_____		
Accommodation	pax	27	P_____	P_____		
Day 1 (April 26, 2021)						
Breakfast	pax	86	P_____	P_____		
AM Snacks	pax	86	P_____	P_____		
Lunch	pax	86	P_____	P_____		
PM Snacks	pax	86	P_____	P_____		
Dinner	pax	86	P_____	P_____		
Accommodation	pax	84	P_____	P_____		
Day 2 (April 27, 2021)						
Breakfast	pax	86	P_____	P_____		
AM Snacks	pax	86	P_____	P_____		
Lunch	pax	86	P_____	P_____		
PM Snacks	pax	86	P_____	P_____		
Dinner	pax	86	P_____	P_____		
Accommodation	pax	84	P_____	P_____		
Day 3 (April 28, 2021)						
Breakfast	pax	86	P_____	P_____		
AM Snacks	pax	86	P_____	P_____		
Lunch	pax	86	P_____	P_____		
PM Snacks	pax	86	P_____	P_____		
Dinner	pax	86	P_____	P_____		
Accommodation	pax	84	P_____	P_____		
Day 4 (April 29, 2021)						
Breakfast	pax	86	P_____	P_____		
AM Snacks	pax	86	P_____	P_____		
Lunch	pax	86	P_____	P_____		
PM Snacks	pax	86	P_____	P_____		
Dinner	pax	86	P_____	P_____		
Accommodation	pax	84	P_____	P_____		
Day 5 (April 30, 2021)						
Breakfast	pax	86	P_____	P_____		
AM Snacks	pax	86	P_____	P_____		
Lunch	pax	86	P_____	P_____		
PM Snacks	pax	86	P_____	P_____		
Dinner	pax	86	P_____	P_____		
Accommodation	pax	27	P_____	P_____		
Departure (May 1, 2021)						
Breakfast	pax	27	P_____	P_____		
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: _____ Email/Address: _____

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

Date: _____