



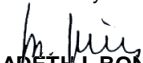
REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 CARAGA

**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 during the Second Level Training on 2022 OWS and 2021/2022 ISLE.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>RSSO PR No. 2022-08-272</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>Php119,165.00</b>
<b>Date of Delivery</b>	<b>August 29, 2022 to September 2, 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 August 24, 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**BERNADETH I. BONACHITA**  
 REAC 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
<p><b>Activity:</b> 2022 Occupational Wages Survey (OWS) and 2021/2022 Integrated Survey on Labor and Employment (ISLE)</p> <p><b>In Lot: Meals and Snacks and Accommodation</b></p> <p><b>INCLUSIONS:</b>  <b>VENUE:</b> Must be within Butuan City.  <b>FUNCTION ROOM:</b>            Provision of one function room with the following specifications:            • 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 use of computers/laptops/tablets and projectors/Infocus            • air-conditioned and well-lighted            • unlimited purified drinking water with dispenser and coffee            • provision of functioning sound system, at least 1 microphone, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard            • 1 free activity tarpaulin            • available for use from 6:00 A.M. to 8:00 P.M. daily</p> <p><b>ROOM ACCOMMODATION</b>            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).</p> <p><b>CATERING SERVICES</b>  <b>(MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM &amp; PM Snacks to be pre-selected by PSA Representative)</b>            The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time:            • Breakfast - not later than 7:00 AM            • AM Snacks – not later than 9:30 AM            • Lunch – not later than 11:30 AM            • PM Snacks – not later than 2:30 PM            • Dinner - not later than 6:30 PM</p> <p><i>Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea</i></p> <p><i>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/plastic bottle)</i></p> <p><i>Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/glass/plastic bottle), dessert/fresh fruits</i></p> <p><i>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 can/glass/plastic bottle)</i></p> <p><i>Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/glass/plastic bottle), dessert/fresh fruits</i></p> <p><b>ADDITIONAL REQUIREMENT:</b>            •Provision of thermal scanner            •Strong Wifi/Internet connection with at least 20Mbps; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT, LGU, and other government regulatory guidelines under "new normal"</p>						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Arrival (August 28, 2022)</b>						
Dinner	pax	3	P _____	P _____		
Accommodation	pax	3	P _____	P _____		
<b>Day 1 (August 29, 2022)</b>						
Breakfast	pax	8	P _____	P _____		
AM Snacks	pax	8	P _____	P _____		
Lunch	pax	8	P _____	P _____		
PM Snacks	pax	8	P _____	P _____		
Dinner	pax	8	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
<b>Day 2 (August 30, 2022)</b>						
Breakfast	pax	8	P _____	P _____		
AM Snacks	pax	8	P _____	P _____		
Lunch	pax	8	P _____	P _____		
PM Snacks	pax	8	P _____	P _____		
Dinner	pax	8	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
<b>Day 3 (August 31, 2022)</b>						
Breakfast	pax	8	P _____	P _____		
AM Snacks	pax	8	P _____	P _____		
Lunch	pax	8	P _____	P _____		
PM Snacks	pax	8	P _____	P _____		
Dinner	pax	8	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
<b>Day 4 (September 1, 2022)</b>						
Breakfast	pax	10	P _____	P _____		
AM Snacks	pax	10	P _____	P _____		
Lunch	pax	10	P _____	P _____		
PM Snacks	pax	10	P _____	P _____		
Dinner	pax	13	P _____	P _____		
Accommodation	pax	13	P _____	P _____		
<b>Day 5 (September 2, 2022)</b>						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	6	P _____	P _____		
Accommodation	pax	6	P _____	P _____		
<b>Departure (September 3, 2022)</b>						
Breakfast	pax	6	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: \_\_\_\_\_