



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 conduct of Third and Fourth Quarter 2022 Regional Data Review.**

Name of Project	General Administrative Support Service		
Solicitation	RSSO PR No.	2022-08-262	
Location	PSA - RSSO XIII		
Brief Description	Refer to Bid Form below		
Quantity	Refer to Bid Form		
Approved Budget for the Contract (ABC)	Lot 1:	137,725.00	
	Lot 2:	137,725.00	
Date of Delivery	Lot 1:	October 17 to 21, 2022	
	Lot 2:	December 19 to 23, 2022	

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.

M. Bonachita
BERNADETH I. BONACHITA
 RBAC 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: 3rd and 4th Quarter 2022 Regional Data Review INCLUSIONS: VENUE: Must be within Butuan City. FUNCTION ROOM: •Provision of function room. •Should have a capacity to accommodate at least 15 participants •With tables and chairs that can accommodate the number of participants •Can allow the use of computers/laptops/tablets and projectors/in-focus •Air-conditioned and well-lighted •Unlimited purified drinking water with hot and cold dispenser and coffee •Provision of functioning sound system, at least 2 microphones, 1 projector, 1 projector screen, at least 3 extension wires, and whiteboard •Available for use from 8:00 AM to 7:00 PM daily ROOM ACCOMMODATION •Standard Room with two single bed with an area of at least 20 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) with complimentary breakfast 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 (can/bottle) •Lunch comprised of 2 main dishes, 1 side dish/ veggie/ noodles/ soup/ salad, rice, juice/tea/soft drink (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 (can/bottle) • Dinner comprised of 2 main dishes, 1 side dish/ veggie/ noodles/ soup/ salad, rice, juice/tea/soft drink (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; standby generator; conforms with the DOT, LGU, and other government regulatory guidelines under "new normal" Lot 1: Meals & Snacks & Accommodation for the 2022 RDR Q3 (Oct 17 to 21, 2022) Arrival of Participants (Oct 16, 2022) Dinner pax 4 P _____ P _____ Accommodation with complimentary breakfast room 2 P _____ P _____						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 1 (Oct 17, 2022)						
Breakfast	pax	11	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 2 (Oct 18, 2022)						
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 3 (Oct 19, 2022)						
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 4 (Oct 20, 2022)						
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	pax	4	P _____	P _____		
Day 5 (Oct 21, 2022)						
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Lot 2: Meals & Snacks & Accommodation for the 2022 RDR Q4 (Dec 19 to 23, 2022)						
Arrival of Participants (Dec 18, 2022)						
Dinner	pax	4	P _____	P _____		
Accommodation with complimentary breakfast	room	2	P _____	P _____		
Day 1 (Dec 19, 2022)						
Breakfast	pax	11	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 2 (Dec 20, 2022)						
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	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 with complimentary breakfast	room	4	P _____	P _____		
Day 3 (Dec 21, 2022)			P _____	P _____		
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 4 (Dec 22, 2022)			P _____	P _____		
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation with complimentary breakfast	room	4	P _____	P _____		
Day 5 (Dec 23, 2022)			P _____	P _____		
Breakfast	pax	7	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	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: _____

Fax No. _____ Tel No. _____ EmailAddress: _____

Date: _____ Cellphone No. _____