



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 Second Level Training on the 2022 ASTIG Tech.

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2022-05-160
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php193,425.00
Date of Delivery	June 7-9, 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 May 25, 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

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: Second Level Training on the 2022 Augmented System for Travel Information Using the GIS In Lot: Meals and Snacks and Accommodation INCLUSIONS: VENUE Must be within Butuan City. •Provision of function room. •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 FUNCTION ROOM •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, and whiteboard •Available for use from 6:00 AM to 8:00 PM daily ROOM ACCOMMODATION •Single up to double room occupancy with an area of at least 32 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) •Breakfast: 3 main dishes, dessert/fruits, rice, coffee/tea CATERING SERVICES (MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM & PM •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) Snacks to be pre-selected by PSA Representative) •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) •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 at least 20mbps; with parking space; whiteboard markers and whiteboard						
Arrival (June 6, 2022)						
Dinner	pax	12	P _____	P _____		
Accommodation	pax	12	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 (June 7, 2022)						
Breakfast	pax	25	P _____	P _____		
AM Snacks	pax	25	P _____	P _____		
Lunch	pax	25	P _____	P _____		
PM Snacks	pax	25	P _____	P _____		
Dinner	pax	25	P _____	P _____		
Accommodation	pax	25	P _____	P _____		
Day 2 (June 8, 2022)						
Breakfast	pax	25	P _____	P _____		
AM Snacks	pax	25	P _____	P _____		
Lunch	pax	25	P _____	P _____		
PM Snacks	pax	25	P _____	P _____		
Dinner	pax	25	P _____	P _____		
Accommodation	pax	25	P _____	P _____		
Day 3 (June 9, 2022)						
Breakfast	pax	25	P _____	P _____		
AM Snacks	pax	25	P _____	P _____		
Lunch	pax	25	P _____	P _____		
PM Snacks	pax	25	P _____	P _____		
Dinner	pax	25	P _____	P _____		
Accommodation	pax	12	P _____	P _____		
Departure (June 10, 2022)						
Breakfast	pax	12	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. _____ Email/Address: _____						
Date: _____ Cellphone No. _____						