



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSO XIII (CARAGA)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Small Value Procurement on Meals, Snacks and Accommodation during the conduct of 2022 Regional Planning Workshop.**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2021-11-429 & RSSO PR No. 2021-11-430
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php424,250.00
Date of Delivery	December 20-22, 2021

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on **December 7, 2021** the Regional Statistical Services Office XIII (Caraga), 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 Specifications (Please check)		
					YES	NO	
Meals, Snacks and Accommodation during the conduct of 2022 Regional Planning Workshop on December 20-22, 2021							
INCLUSIONS:							
VENUE	Must be within Butuan City.						
FUNCTION ROOM	Provision of one function room with the following specifications:						
	<ul style="list-style-type: none"> • 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 3 microphones, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard 						
ROOM ACCOMMODATION	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 preselected by PSA Representative)	The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time:						
	<ul style="list-style-type: none"> • 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 						
	Breakfast: Buffet						
	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)						
	Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in glass/can/plastic 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/plastic 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 glass/can/plastic bottle), dessert/fresh fruits						
ADDITIONAL REQUIREMENTS <ul style="list-style-type: none"> • 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" 						
Arrival - December 19, 2021						
Accommodation (2 in a room)	pax	25	₱ _____	₱ _____		
Day 1 _ December 20, 2021						
Breakfast (buffet)	pax	67	₱ _____	₱ _____		
Am snacks (clubhouse sandwich and pineapple juice)	pax	67	₱ _____	₱ _____		
Buffet Lunch (3 main dish- beef steak, fish tinola, pork humba, 1 side dish - vegetable foo yong, rice, mango float and drinks)	pax	67	₱ _____	₱ _____		
PM snacks (Puto Maya with Slice Mango and Hot Choco)	pax	67	₱ _____	₱ _____		
Buffet Dinner (3 main dish- fish tinola, beef with oyster sauce, lechon kawali, 1 side dish-sotanghon guisado, rice, fresh fruits and drinks)	pax	67	₱ _____	₱ _____		
Accommodation (2 in a room)	pax	64	₱ _____	₱ _____		
Accommodation (Single room - matrimonial bed with Complimentary Breakfast	pax	3	₱ _____	₱ _____		
Day 2 _December 21, 2021						
Breakfast (buffet)	pax	64	₱ _____	₱ _____		
Am snacks (Carrot Cake and Lemon Juice)	pax	67	₱ _____	₱ _____		
Buffet Lunch (3 main dish - fish tinola, calamares, beef kare-kare, 1 side dish - four season veg., rice, maja blanca and drinks)	pax	67	₱ _____	₱ _____		
PM snacks (Spaghetti w/ toasted bread and Iced Tea)	pax	67	₱ _____	₱ _____		
Buffet Dinner (3 main dish-fish tinola, grilled tuna belly, pork steak, 1 side dish-Ngo Hiong, rice,leche flan and drinks)	pax	67	₱ _____	₱ _____		
Accommodation (2 in a room)	pax	64	₱ _____	₱ _____		
Accommodation (Single room - matrimonial bed with Complimentary Breakfast	pax	3	₱ _____	₱ _____		
Day 3 _December 22, 2021						
Breakfast (buffet)	pax	64	₱ _____	₱ _____		
Am snacks (Siopao and Iced Tea)	pax	67	₱ _____	₱ _____		
Buffet Lunch (3 main dish - pork sinigang, buttered chicken, grilled fish , 1 side dish-pancit guisado, rice, fresh fruits and drinks)	pax	67	₱ _____	₱ _____		
TOTAL AMOUNT IN FIGURES:				₱ _____		
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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____