



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Procurement of Catering Services and Accommodation with Food for the 2022 ASPBI 2nd and 3rd Level Training on Data Processing on May 10-12, 2023 Lots 1 and 2
Solicitation	2023-05-055-SOCD
Location	PSA RSSO V
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 155,350.00
Contract Duration	May 9-13, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **8:00AM, May 8, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.


CECILLE A. BRIONES
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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
6. 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.
7. Terms of Payment shall be made through check payable to the supplier.
8. 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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
Procurement of Catering Services and Accommodation with Food for the 2022 ASPBI 2nd and 3rd Level Training on Data Processing on May 10-12, 2023 Lots 1 and 2						
LOT 1 CATERING SERVICES				ABC-56, 850.00		
May 10-11, 2023 (2 days)						
AM Snacks	pax	23	P _____	P _____	() ()	
Lunch	pax	23	P _____	P _____	() ()	
PM Snacks	pax	23	P _____	P _____	() ()	
Dinner	pax	17	P _____	P _____	() ()	
May 12, 2023						
AM Snacks	pax	23	P _____	P _____	() ()	
Lunch	pax	23	P _____	P _____	() ()	
PM Snacks	pax	23	P _____	P _____	() ()	
Dinner	pax	6	P _____	P _____	() ()	
			Total	P _____		
				Total amount in words:		

LOT 2 ACCOMMODATION with Complimentary Breakfast				ABC-98,500.00		
Check in May 9, Check-out -May 13, 2023 (4 days)						
3-single room						
4 rooms (2-separate bed in a room)	pax	3	P _____	P _____	() ()	
4 rooms (2-separate bed in a room)	pax	8	P _____	P _____	() ()	
Check in May 10, Check-out -May 12, 2023 (2 days)						
3 rooms (2-separate bed in a room)	pax	6	P _____	P _____	() ()	
Dinner May 9	pax	9	P _____	P _____	() ()	
xxxxx please see attached specifications For official use of PSA RSSO V			Total	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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Tel/Fax No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit? ___ Yes ___ No

Philgeps Registration? ___ Yes ___ No

Printed Name and Signature of Canvasser: _____