



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 2nd Level Updating of List of Aquaculture Farms (2023 ULAF) on June 26-30, 2023 |
| Solicitation | 2023-06-071-SOCD |
| Location | PSA RSSO V |
| Brief Description | (See Bid Form, <i>Page 2</i>) |
| Quantity | (See Bid Form, <i>Page 2</i>) |
| Approved Budget for the Contract (ABC) | Php 182,000.00 |
| Contract Duration | June 26-30, 2023 |

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00NN, June 23, 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 2nd Level Updating of List of Aquaculture Farms (2023 ULAF) on June 26-30, 2023 | | | | | | |
| LOT 1 CATERING SERVICES | | | | ABC-89, 600.00 | | |
| June 26, 2023 | | | | | | |
| Lunch | pax | 21 | P _____ | P _____ | () | () |
| PM Snacks | pax | 21 | P _____ | P _____ | () | () |
| Dinner | pax | 14 | P _____ | P _____ | () | () |
| June 27-29, 2023 (3 daus) | | | | | | |
| AM Snacks | pax | 21 | P _____ | P _____ | () | () |
| Lunch | pax | 21 | P _____ | P _____ | () | () |
| PM Snacks | pax | 21 | P _____ | P _____ | () | () |
| Dinner | pax | 14 | P _____ | P _____ | () | () |
| June 30, 2023 | | | | | | |
| AM Snacks | pax | 21 | P _____ | P _____ | () | () |
| Lunch | pax | 21 | P _____ | P _____ | () | () |
| LOT 2 ACCOMMODATION with Complimentary Breakfast | | | | ABC-92, 400.00 | | |
| Check-In June 26 and Check-out on June 30, 2023 | | | | | | |
| 7 rooms (2-separate bed in a room) | | | | | | |
| | pax | 14 | P _____ | P _____ | () | () |
| | | | 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: _____