



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, **Small Value Procurement of Catering Services with Free Use of Venue/Function Room for 2020 Census of Population and Housing (2020 CPH) Manual Processing 2nd Level Training/Provincial Level Training**

Name of Project	2020 Census of Population and Housing (2020 CPH) Manual Processing 2nd Level Training/Provincial Level Training
Solicitation	PSA-ADN PR NO. 2020-10-0054
Location	PSA - Agusan del Norte
Brief Description	Refer to Bid Form below (Specifications)
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php93,600.00
Date of Delivery	October 26 - 28, 2020 (3 Days Only)

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 AM on **October 21, 2020** 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
IN LOT: Procurement of Catering Services with Free Use of Venue/Function Room for 2020 Census of Population and Housing (2020 CPH) Manual Processing 2nd Level Training/Provincial Level Training SPECIFICATIONS: CATERING SERVICES (MEALS AND SNACKS) 1) 1 Meal (lunch), AM Snacks and PM Snacks for 3 days • Lunch comprised of 2 main dish, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits, meal setting: managed buffet; and • AM and 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) 3) Provision of unlimited purified drinking water. 4) Provision of free flowing coffee. 5) The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time: o AM Snacks – not later than 9:30 AM o Lunch – not later than 11:30 AM o PM Snacks – not later than 2:30 PM VENUE/FUNCTION ROOM: • should have a capacity to accommodate the number of participants per class considering 1 meter radius distance per person (physical/social distancing) • with tables and chairs that can accommodate the number of participants per class • can allow use of computers/laptops/tablets and projectors/Infocus • unlimited purified drinking water with dispenser and coffee • provision of functioning sound system, at least 1 microphone, 1 projector, 1 projector screen, at least 3 extension wires and whiteboard • available for use from 7:00 A.M. to 6:00 P.M. daily						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
ADDITIONAL REQUIREMENTS: Provision of free backdrop/tarpaulin per class of at least 18 square feet (design to be provided by PSA).						
<i>October 26, 2020 (Day 1)</i>						
AM Snacks	pax	52	P _____	P _____		
Lunch	pax	52	P _____	P _____		
PM Snacks	pax	52	P _____	P _____		
<i>October 27, 2020 (Day 2)</i>						
AM Snacks	pax	52	P _____	P _____		
Lunch	pax	52	P _____	P _____		
PM Snacks	pax	52	P _____	P _____		
<i>October 28, 2020 (Day 3)</i>						
AM Snacks	pax	52	P _____	P _____		
Lunch	pax	52	P _____	P _____		
PM Snacks	pax	52	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: _____ EmailAddress: _____

Fax No. _____ Tel No. _____ Cellphone No. _____

Date: _____