



## REQUEST FOR QUOTATION

RFQ # 2019-12-391

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Small Value Procurement** for the **Procurement of Catering Services during 2<sup>nd</sup> Level Training of the Preparation and Printing of Barangay/ EA/ Block Maps for the 2020 Census of Population and Housing on 6-8 January 2020.**

|   |  |
|---|--|
| <b>Name of Project</b>                          | <i>2<sup>nd</sup> Level Training of the Preparation and Printing of Barangay/ EA/ Block Maps for the 2020 Census of Population and Housing</i> |
| <b>Solicitation (If posted at the PhilGEPS)</b> | 0700-2019-12-070   |
| <b>Purchase Request No.</b>                     | 0700-2019-12-097A  |
| <b>Location</b>                                 | PSA Cebu Provincial Statistical Office, 2F/ Martina Sugbo Center, P. Burgos St. Cebu City  |
| <b>Brief Description</b>                        | Catering Services (buffet breakfast, lunch and dinner with AM & PM snacks)   |
| <b>Quantity</b>                                 | Please see page 3 of the RFQ for the detailed quantity   |
| <b>Approved Budget for the Contract (ABC)</b>   | Php 120,000.00   |
| <b>Contract Duration</b>                        | 6-8 January 2020   |
| <b>Date of Delivery</b>                         | 6-8 January 2020   |

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **27 December 2019**, **5:00 P.M** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Caylord D. Niala / Ms. Melita C. Jomoad / Ms. Irish B. Velasco  
R07 BAC Secretariat  
Contact Nos.: (032)412-6794/254-0470 (telefax)  
Email address: psa07.rbac@gmail.com*

  
**EDWINA M. CARRIAGA**  
R07 BAC 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. Bidders shall provide correct and accurate information required in this form.
4. Bidders may quote for any or all the items.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.

7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ **“draw lots”** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
  - *Mayor’s/Business Permit*
  - *PhilGEPS Registration Number/Certificate*
  - *Income/Business Tax Return (for ABCs above P500K)*
  - *Omnibus Sworn Statement (for ABCs above P50K)*
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

**BID FORM**

**IMPORTANT NOTES/INSTRUCTIONS:**

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder’s proposal can also be attached to this form.
3. Ensure to check the “Compliance with Technical Specifications” Column.
4. Submit your bid in any of the following:
  - a. Sealed in an envelope or
  - b. Email to [psa07.rbac@gmail.com](mailto:psa07.rbac@gmail.com) only
5. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

| Item No. | Item/s and specification/s (minimum)  | Unit | Qty. | Approved Budget for the Contract (ABC) per unit | Unit Price (in Peso) Please indicate your offer/price here. | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) |     |
|----------|---|------|------|---|---|------------------------------|---|-----|
|          |   |      |      |   |   |                              | YES   | NO  |
| 1        | <b>Catering Services during the 2nd Level Training of the Preparation and Printing of Barangay/EA/Block Maps for the 2020 Census of Population and Housing on 6 - 8 January 2020.</b> | Lot  | 1    | 120,000.00                                      |   |                              | ( )   | ( ) |
|          | <b>Number of Pax: 40 persons per day (3 days)</b>   |      |      |   |   |                              | ( )   | ( ) |
|          | <b>Venue: PSA Cebu Provincial Office, Martina-Sugbo Center, P. Burgos St., Cebu City</b>  |      |      |   |   |                              | ( )   | ( ) |
|          | <b>Food Requirement:</b>  |      |      |   |   |                              |   |     |
|          | 1. Full Meals (Buffet breakfast, lunch, and dinner with AM & PM snacks)   |      |      |   |   |                              | ( )   | ( ) |
|          | * <b>Breakfast</b> - rice, 3 main courses, dessert (fresh fruits), & drinks (coffee or milo)  |      |      |   |   |                              | ( )   | ( ) |
|          | * <b>AM snacks with drinks (fresh fruit juice)</b>  |      |      |   |   |                              | ( )   | ( ) |
|          | * <b>Lunch</b> - rice, soup, appetizer, 3 main courses (for fish, it should not be cream dory), dessert, and drinks (fresh fruit juice not powdered juice)                            |      |      |   |   |                              | ( )   | ( ) |
|          | * <b>PM snacks with drinks (fresh fruit juice)</b>  |      |      |   |   |                              | ( )   | ( ) |

|   |   |  |  |  |  |  |     |     |
|---|---|--|--|--|--|--|-----|-----|
|   | * <b>Dinner</b> - rice, soup, appetizer, 3 main courses (for fish, it should not be cream dory), dessert, and drinks (fresh fruit juice not powdered juice) |  |  |  |  |  | ( ) | ( ) |
|   | 2. Serving Time   |  |  |  |  |  |     |     |
|   | * <b>Breakfast</b> - should be ready by 6:30am  |  |  |  |  |  | ( ) | ( ) |
|   | * <b>AM snacks</b> - should be served at 10:00am  |  |  |  |  |  | ( ) | ( ) |
|   | * <b>Lunch</b> - should be ready by 12:00nn   |  |  |  |  |  | ( ) | ( ) |
|   | * <b>PM snacks</b> - should be served at 3:00pm   |  |  |  |  |  | ( ) | ( ) |
|   | * <b>Dinner</b> - should be ready by 6:00pm   |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 3. Provision of free-flowing coffee and milo/ovaltine during the entire duration of the activity.   |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 4. Provision of candies and mixed nuts during the entire function.  |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 5. Provision of purified drinking water with dispenser  |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 6. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates)  |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 7. Attach menu upon submission of the bid form  |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | <b>Other Requirements:</b>  |  |  |  |  |  |     |     |
|   |   |  |  |  |  |  |     |     |
|   | 1. At least 2 (two) standby waiters   |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 2. Aftercare must be observed by the waiters/caterer.   |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 3. Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery   |  |  |  |  |  | ( ) | ( ) |
|   |   |  |  |  |  |  |     |     |
|   | 4. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.   |  |  |  |  |  | ( ) | ( ) |
| <b>TOTAL AMOUNT IN WORDS :</b><br><hr/> <hr/> |   |  |  |  |  |  |     |     |

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 \_\_\_\_\_

TIN #: \_\_\_\_\_ (*Please specify if **VAT or NON-VAT***)

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ . Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_