



REQUEST FOR QUOTATION
 RFQ # 0722-2024-09-104
 2 September 2024

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 for 2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors (DP), Map Data Processors (MDP) and Shift Supervisors (SS) on 09-27 September 2024.**

Name of Project	2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors (DP), Map Data Processors (MDP) and Shift Supervisors (SS).
Solicitation (If posted at the PhilGEPS)	0700-2024-09-096
Purchase Request No.	0722-2024-08-091A
Location	Within Cebu City
Brief Description	Catering Services
Quantity	please refer to page 3-6 for detailed description
Approved Budget for the Contract (ABC)	Php 486,900.00
Contract Duration	09-27 September 2024
Date of Delivery	09-27 September 2024

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than **06 September 2024, 9:00 AM through the address 2/F Martina Sugbu Center, P. Burgos St., Cebu City.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact Ms. Ryke Hermoso/Ms. Farrah Canasa / Ms. Ma. Carmel P. Barcenas/Ms. Ann Emilyn S. Eballe at telephone no. (032) 255-8573/ 2556187.


LYNDON GERARDO C. SUICO
 R07 BAC Member

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. If the procurement is done by lot, the bidder may quote for any or all lots and must quote 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 “drawlots” 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 issuance of Purchase Order/Contract:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Omnibus Sworn Statement*

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

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (ite

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. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. 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
	Procurement of Catering Services for 2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors (DP), Map Data Processors (MDP) and Shift Supervisors (SS) on 09-27 September 2024.						()	()
1	2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors, Map Data Processors and Shift Supervisors Batch 1 on 09-13 September 2024	Lot		159,300.00			()	()
1.1	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Data Processors (DP) and Shift Supervisors (SS) Batch 1 on 9-11 September 2024.	pax	258	450.00			()	()
	ABC of Php 450.00/pax/day for 3 days						()	()
	Number of Pax: 86 pax/day (DP-75, 3-SS, 4 Trainers, 2 secretariat, 3 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office and DPC Bldg. with 2 classes (43 pax per class)						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()
	4. Free flowing coffee or tea or milo and purified drinking water in the function room						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()

	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
1.2	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Map Data Processors (MDP) and Shift Supervisors Batch 1 on 12-13 September 2024.	pax	96	450.00			()	()
	ABC of Php 450.00/pax/day for 2 days						()	()
	Number of Pax: 48 pax/day (37 MDP, 3 SS,4 Trainers, 1 secretariat, 3 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()
	4. Free flowing coffee or tea or milo and purified drinking water in the function room						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()
	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
2	2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors and Map Data Processors and Shift Supervisors Batch 2 on 16- 20 September 2024.	Lot		161,550.00			()	()
2.1	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Data Processors and Shift Supervisors Batch 2 on 16-18 September 2024.	pax	261	450.00			()	()
	ABC of Php 450.00/pax/day for 3 days						()	()
	Number of Pax: 87 pax/day (DP-75 , SS-3, 4 Trainers, 2 secretariat, 3 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office and DPC Bldg. with 2 classes (Class 1 Provincial Office- 43 pax , Class 2 DPC Bldg.- 44 pax)						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()
	4. Free flowing coffee or tea or milo and purified drinking water in the function						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()

	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
2.2	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Map Data Processors Batch 2 on 19-20 September 2024	pax	98	450.00			()	()
	ABC of Php 450.00/pax/day for 2 days						()	()
	Number of Pax: 49 pax/day (MDP- 38 , SS- 3, 4 Trainers, 1 secretariat, 3 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()
	4. Free flowing coffee or tea or milo and purified drinking water in the function						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()
	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
							()	()
3	2024 POPCEN-CBMS Data Processing Provincial Level Training for Data Processors and Map Data Processors Batch 3 on 23-27 September 2024.	Lot		166,050.00			()	()
3.1	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Data Processors and Shift Supervisors Batch 3 on 23-25 September 2024	pax	267	450.00			()	()
	ABC of Php 450.00/pax/day for 3 days						()	()
	Number of Pax: 89 pax/day (DP-74, SS-5, 4 Trainers, 2 secretariat, 4 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office and DPC Bldg. with 2 classes (Class 1 Provincial Office- 44 pax , Class 2 DPC Bldg.- 45 pax)						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()

	4. Free flowing coffee or tea or milo and purified drinking water in the function						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()
	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
3.2	Catering Services (Food AM & PM Snacks and Buffet Lunch) on 2024 POPCEN- CBMS Data Processing Provincial Level Training for Map Data Processors Batch 3 on 26-27 September 2024.	pax	102	450.00			()	()
	ABC of Php 450.00/pax/day for 2 days						()	()
	Number of Pax: 51 pax/day (37 MDP, 5 SS, 4 Trainers, 1 secretariat, 4 Cluster Head/Representative)						()	()
	Venue: Cebu Provincial Office						()	()
	Food Requirements (balanced nutritious diet)							
	1. Buffet lunch						()	()
	2. Nutritious Snack, no soft drinks and tetra pack cupcakes						()	()
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy						()	()
	4. Free flowing coffee or tea or milo and purified drinking water in the function						()	()
	5. Provision of candies and mixed nuts during the entire function.						()	()
	6. Serving time of food:							
	****AM snacks - 10:00 AM						()	()
	****Lunch - 12:00 NN						()	()
	****PM snacks - 3:00 PM						()	()
	Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery						()	()
	Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
	TOTAL AMOUNT IN WORDS :							

Other Requirements:

<p>Terms of Payment: <i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p><u>Payment Details:</u> Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____</p>
--

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: _____