



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 Writeshop on the Finalization of SCR of Palay Production on August 11, 2023
Solicitation	2023-08-086-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 34,800.00
Contract Duration	August 11, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00NN, August 08, 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 Writeshop on the Finalization of SCR of Palay Production on August 11, 2023						
LOT 1 CATERING SERVICES				ABC-14,400.00		
August 10, 2023						
Dinner	pax	6	P _____	P _____	() ()	() ()
August 11, 2023						
AM Snacks	pax	20	P _____	P _____	() ()	() ()
Lunch	pax	20	P _____	P _____	() ()	() ()
PM Snacks	pax	20	P _____	P _____	() ()	() ()
Dinner	pax	6	P _____	P _____	() ()	() ()
*see attached specifications						
LOT 2 ACCOMMODATION with Complimentary Breakfast				ABC-20,400.00		
Check-In August 10 and Check-out on August 12, 2023						
Room (3 Separate beds in a Room)	pax	3	P _____	P _____	() ()	() ()
Room (2 Separate beds in a Room)	pax	2	P _____	P _____	() ()	() ()
Room (single bed in a Room)	pax	1	P _____	P _____	() ()	() ()
*see attached specifications						
			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 Convasser: _____

DAILY MENU

August 11, 2023

August 10, 2023

DINNER

Number of Pax: 6

- Chicken soup
- Boneless daing na bangus w/ensaladang pako
- Pork tripe kare-kare w/bagoong
- Steamed rice
- Fresh fruits in a platter

August 11, 2023

AM SNACKS

Number of Pax: 20

- Macaroni salad
- Lumpia shanghai, 2pc
- Pineapple juice in can

LUNCH

Number of Pax: 20

- Sinigang na baboy
- Adobong Pusit
- Chopseuy
- Steamed rice
- Leche Flan

PM SNACKS

Number of Pax: 20

- Beef Lasagna
- Banana Muffin
- Fresh kalamansi juice

DINNER

Number of Pax: 6

- Inasal na manok
- Bicol Express
- Pakbet Ilokano
- Steamed rice
- Fresh fruit in a platter

Note: Free flowing distilled/mineral water and coffee with creamer/sugar
from 26 – 30 June 2023

ACCOMMODATION WITH FOOD
Writeshop on the Finalization of SCR of Palay Production
August 11, 2023
(PREFERRED VENUE – ALBAY)

NEEDED AMENITIES

- Welcome Tarp (5x8ft)
- Heater/kettle and daily complimentary coffee in rooms
- With Complimentary Breakfast

ACCOMMODATION

Check-In August 10 and Check-out on August 12, 2023

Number of Participants: Six (6)	Rooms	Capacity
CN, CT, and MT	(1)	3-separate beds
	(1)	2-separate beds
	(1)	Single bed