



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas

REQUEST FOR QUOTATION

RFQ # 2020-08-173

05 August 2020

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 **Catering Services for the 4th Level Training of 2020 Census of Population and Housing (2020 CPH) of Siquijor Province on 17 – 22 August 2020.**

Name of Project	Catering Services for the 4 th Level Training of the 2020 Census of Population and Housing (2020 CPH) of Siquijor Province.
Solicitation (<i>If posted at the PhilGEPS</i>)	0700-2020-08-040
Purchase Request No.	0700-2020-03-023
Location	Municipalities of Enrique Villanueva, Larena, Lazi, Maria, San Juan & Siquijor.
Brief Description	Catering Services for the 4 th Level Training of the 2020 Census of Population and Housing (2020 CPH) of Siquijor Province.
Quantity	Please refer to page 3-5 for the detailed quantity
Approved Budget for the Contract (ABC)	Php 295,125.00
Contract Duration	17 – 22 August 2020
Date of Delivery	17 – 22 August 2020

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **11 August 2020, 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. Cayylord D. Niala/ Ms. Melita C. Jomud/ Ms. Irish B. Velasco

• R07 BAC Secretariat

Contact Nos.: (032)412-6794/254-0470 (telefax)

Email address: psa07.rbac@gmail.com

or

*Bids and Awards Committee (BAC)
Philippine Statistics Authority
Frontview Building
Poblacion Siquijor, Siquijor*

Attn: Ms. Rizalyn Teodora G. Postrado

PBAC Secretariat

Contact No.: (035) 480-9003

Email address: psa07.siquijor.pbac@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. The bidder 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 indicate the price for the whole lot and the unit price per unit.
4. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
5. Ensure to check the "Compliance with Technical Specifications" Column.
6. Submit your bid in any of the following:
 - a. Sealed in an envelope, or
 - b. Email to psa07.rbac@gmail.com only
7. 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
	Catering Services for the 4th Level Training of the 2020 Census of Population and Housing (2020 CPH) of Siquijor Province on 17–22 August 2020.						()	()
1	Municipality: Enrique Villanueva	pax	59	375.00			()	()
	* 17-21 Aug 2020 ** 11 pax/day for 5 days		55				()	()
	* 22 Aug 2020 ** 4 pax/day for 1 day		4				()	()
2	Municipality: Larena	pax	111	375.00			()	()
	* 17-21 Aug 2020 ** 21 pax/day for 5 days		105				()	()
	* 22 Aug 2020 ** 6 pax/day for 1 day		6				()	()

3	Municipality: Lazi	pax	164	375.00			()	()
	CLASS 1							
	* 17-21 Aug 2020 ** 16 pax/day for 5 days		80				()	()
	* 22 Aug 2020 ** 9 pax/day for 1 day		9				()	()
	CLASS 2							
	* 17-21 Aug 2020 ** 15 pax/day for 5 days		75				()	()
4	Municipality: Maria	pax	106	375.00			()	()
	* 17-21 Aug 2020 ** 20 pax/day for 5 days		100				()	()
	* 22 Aug 2020 ** 6 pax/day for 1 day		6				()	()
5	Municipality: San Juan	pax	121	375.00			()	()
	* 17-21 Aug 2020 ** 23 pax/day for 5 days		115				()	()
	* 22 Aug 2020 ** 6 pax/day for 1 day		6				()	()
6	Municipality: Siquijor	pax	226	375.00			()	()
	CLASS 1							
	* 17-21 Aug 2020 ** 22 pax/day for 5 days		110				()	()
	* 22 Aug 2020 ** 11 pax/day for 1 day		11				()	()
	CLASS 2							
	* 17-21 Aug 2020 ** 21 pax/day for 5 days		105				()	()
	Food Requirement:							

	1. Packed meal (lunch)						()	()
	2.AM & PM snacks						()	()
	* AM snacks with drinks (fresh fruit juice)						()	()
	* Lunch - rice, soup, appetizer, 3 main courses , dessert, and drinks						()	()
	* PM snacks with drinks (fresh fruit juice)						()	()
	3. Free flowing coffee/milo						()	()
	4. Provision of candies and mixed nuts during the entire function.						()	()
	Serving Time							
	* AM snacks - should be served at 10:00am						()	()
	* Lunch - should be ready by 12:00nn						()	()
	* PM snacks - should be served at 3:00pm						()	()
	3. Attach menu upon submission of the bid form						()	()
	<i>Other Requirements:</i>							
	1. Aftercare must be observed by the waiters/caterer.						()	()
	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:

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: _____