



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY  
REGIONAL STATISTICAL SERVICES OFFICE NO. XIII (CARAGA)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Special Bids and Awards Committee (SBAC) will undertake the Alternative Mode of Procurement-Small Value Procurement

<b>Name of Project</b>	<b>General Administrative Support Services/2015 Census of Population</b>
<b>Solicitation</b>	Purchase Order No. 15-11-139
<b>Location</b>	Butuan City
<b>Brief Description</b>	<p>In Lot: Catering Services with Accommodation and Free Use of Venue (Activity: 2016 Regional Planning Workshop, December 16 to 19, 2015)</p> <p>Item 1: Dinner, Dec 16, 2015 Item 2: Accommodation, Dec 16, 2015 Item 3: Breakfast, Dec 17, 2015 Item 4: AM Snacks, Dec 17, 2015 Item 5: Lunch, Dec 17, 2015 Item 6: PM Snacks, Dec 17, 2015 Item 7: Dinner, Dec 17, 2015 Item 8: Accommodation, Dec 17, 2015 Item 9: Breakfast, Dec 18, 2015 Item 10: AM Snacks, Dec 18, 2015 Item 11: Lunch, Dec 18, 2015 Item 12: PM Snacks, Dec 18, 2015 Item 13: Dinner, Dec 18, 2015 Item 14: Accommodation, Dec 18, 2015 Item 15: Breakfast, Dec 19, 2015 Item 16: Accommodation, Guest, single occupancy Item 17: Accommodation, RD and RPW facilitator/secretariat, quadruple occupancy</p> <p>Other Provisions: 1. Location is in Butuan City; 2. AM Snacks/PM Snacks is to be pre-selected by PSA Representative; Lunch/Dinner comprised of 3 main dish, 1 side dish, 1 soup, unlimited rice, 1 dessert, 1 round of softdrinks; 3. Accommodation to be coordinated with PSA representative 4. Free use of venue, sound system, projector screen, microphones, tables and chairs; 5. Minimum corkage fee for additional food and drinks to be provided by PSA during Fellowship Night/General Assembly; 6. Special set up during the Fellowship Night and Team Building Activity, free of charge/included in the package.</p>
<b>Quantity</b>	See quantity on Bid Form
<b>Approved Budget for the Contract (ABC)</b>	P276,550.00
<b>Date of Delivery</b>	December 16 to 19, 2015

Please quote your **lowest price** on the item/s listed below and submit personally your PRICE QUOTATION not later than 12:00 pm on December 4, 2015 at PSA-RSSO XIII, Jedal Building, Lopez Jaena Extension, Butuan City.

  
**MELCHOR B. BAUTISTA**  
Chairperson, SBAC



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**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 additional requirements within three days after the opening of bids or during post qualification.
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 Specifications (please check)	
					YES	NO
In Lot: Catering Services with Accommodation and Free Use of Venue (Activity: 2016 Regional Planning Workshop, December 16 to 19, 2015)						
Item 1: Dinner, Dec 16, 2015	Pax	26				
Item 2: Accommodation, Dec 16, 2015	Pax	22				
Item 3: Breakfast, Dec 17, 2015	Pax	39				
Item 4: AM Snacks, Dec 17, 2015	Pax	39				
Item 5: Lunch, Dec 17, 2015	Pax	39				
Item 6: PM Snacks, Dec 17, 2015	Pax	39				
Item 7: Dinner, Dec 17, 2015	Pax	39				
Item 8: Accommodation, Dec 17, 2015	Pax	35				
Item 9: Breakfast, Dec 18, 2015	Pax	39				
Item 10: AM Snacks, Dec 18, 2015	Pax	40				
Item 11: Lunch, Dec 18, 2015	Pax	40				
Item 12: PM Snacks, Dec 18, 2015	Pax	40				
Item 13: Dinner, Dec 18, 2015	Pax	127				
Item 14: Accommodation, Dec 18, 2015	Pax	122				
Item 15: Breakfast, Dec 19, 2015	Pax	127				
Item 16: Accommodation, Guest, single occupancy	Day	2				
Item 17: Accommodation, RD and RPW facilitator/secretariat, quadruple occupancy	Day	3				
<b>Other Provisions:</b>						
1. Location is in Butuan City;						
2. AM Snacks/PM Snacks is to be pre-selected by PSA Representative; Lunch/Dinner comprised of 3 main dish, 1 side dish, 1 soup, unlimited rice, 1 dessert, 1 round of softdrinks;						
4. Accommodation to be coordinated with PSA representative						
5. Free use of venue, sound system, projector screen, microphones, tables and chairs;						
6. Minimum corkage fee for additional food and drinks to be provided by PSA during Fellowship Night/General Assembly;						
7. Special set up during the Fellowship Night and Team Building Activity, free of charge/included in the package.						
				<b>Total Amount:</b>		
				_____		
				_____		
				_____		

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: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Cellphone No.: \_\_\_\_\_

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