



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Special Bids and Awards Committee (SBAC) will undertake alternative mode of procurement, Small Value Procurement for Meals and AM/PM Snacks.

| | |
|---|--|
| Name of Project | General Administrative Support Service |
| Solicitation | PR No. 2016-11-223 |
| Location | Butuan City |
| Brief Description | Refer to Bid Form below |
| Quantity | Refer to Bid Form |
| Approved Budget for the Contract (ABC) | ₱ 297,250.00 |
| Contract Duration | Dec. 15 -17, 2016 |

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 8:00 am on December 5, 2016 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

for: *Melchor B. Bautista*
MELCHOR B. BAUTISTA
SBAC 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. Terms of Payment shall be made through check payable to the supplier.
6. Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your DTI /SEC registration, Municipal and business permit, and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
7. 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.
8. 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.
9. 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

REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 CARAGA

BID FORM

| Item/s and specifications (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (please check) | |
|--|--------|-------|------------|--|--|----|
| | | | | | YES | NO |
| IN LOT: Meals, Snacks and Accommodations ACTIVITY: 2017 Regional Planning Workshop with Fellowship Night and Team Building Date of Activity: December 15 - 17, 2016 | | | | | | |
| Item 1: Breakfast, Dec. 15-16, 2016, 2 days | Pax | -37- | ₱ _____ | ₱ _____ | | |
| Item 2: AM Snacks, Dec. 15 - 16, 2016, 2 days | Pax | -37- | ₱ _____ | ₱ _____ | | |
| Item 3: Lunch, Dec. 15 - 16, 2016, 2 days | Pax | -37- | ₱ _____ | ₱ _____ | | |
| Item 4: PM Snacks, Dec. 15 - 16, 2016, 2 days | Pax | -37- | ₱ _____ | ₱ _____ | | |
| Item 5: Dinner, Dec. 15, 2016, 1 day | Pax | -37- | ₱ _____ | ₱ _____ | | |
| Item 6: Room Accommodation, Dec. 15, 2016, | Pax | -32- | ₱ _____ | ₱ _____ | | |
| Item 7: Room Accommodation, Dec. 15-16, 2016 | Rm/day | -2- | ₱ _____ | ₱ _____ | | |
| Item 8: Room Accommodation, Dec. 15-16, 2016 | Rm/day | -2- | ₱ _____ | ₱ _____ | | |
| Item 9: Dinner, Dec. 16, 2016, 1 day | Pax | -140- | ₱ _____ | ₱ _____ | | |
| Item 10: Room Accommodation, Dec. 16, 2016 | Rm/day | -138- | ₱ _____ | ₱ _____ | | |
| Item 11: Breakfast, Dec. 17, 2016, 1 day | Pax | -138- | ₱ _____ | ₱ _____ | | |
| Item 12: AM Snacks, Dec. 17, 2016, 1 day | Pax | -138- | ₱ _____ | ₱ _____ | | |
| Other Inclusions: 1. AM/PM Snacks is to be pre-selected by PSA representative 2. Lunch & dinner is comprised of three main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice and 1 round of soft drinks 3. Provision of flowing coffee | | | | 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: _____

Address: _____ Email _____

Address: _____

Fax No. _____ Tel No. _____ Cellphone No. _____

Date: _____