



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 CARAGA

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **NP-Small Value Procurement** on **Meals and Snacks and Accommodation for the 3rd Quarter 2021 RDR.**

| | |
|---|--|
| Name of Project | General Administrative Support Service |
| Solicitation | RSSO PR No. 2021-09-348 |
| Location | PSA - RSSO XIII |
| Brief Description | Refer to Bid Form below |
| Quantity | Refer to Bid Form |
| Approved Budget for the Contract (ABC) | Php122,000.00 |
| Date of Delivery | October 11-15, 2021 |

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 A.M on September 27, 2021 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
 RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- 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, Tax Clearance, BIR Certificate of Registration and current ITR and Phil. Government Electronic Procurement System (PhilGEPS) Registration.
- 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.
- 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.
- 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.

| Item/s and specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (Please check) |
|--|------|------|------------|------------------------------|---|
| | | | | | YES |
| Activity: 3rd Quarter 2021 RDR | | | | | |
| In Lot: Meals and Snacks and Accommodation | | | | | |
| Arrival: October 10, 2021 | | | | | |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 6 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 6 | P _____ | P _____ | |
| October 11, 2021 (Day 1) | | | | | |
| Breakfast | pax | 10 | P _____ | P _____ | |
| AM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Lunch (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| PM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 8 | P _____ | P _____ | |
| October 12, 2021 (Day 2) | | | | | |
| Breakfast | pax | 8 | P _____ | P _____ | |
| AM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Lunch (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| PM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 8 | P _____ | P _____ | |
| October 13, 2021 (Day 3) | | | | | |
| Breakfast | pax | 8 | P _____ | P _____ | |
| AM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Lunch (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| PM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |

| Item/s and specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (Please check) |
|--|------|------|------------|------------------------------|---|
| | | | | | YES |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 8 | P _____ | P _____ | |
| October 14, 2021 (Day 4) | | | | | |
| Breakfast | pax | 8 | P _____ | P _____ | |
| AM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Lunch (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| PM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 8 | P _____ | P _____ | |
| October 15, 2021 (Day 5) | | | | | |
| Breakfast | pax | 8 | P _____ | P _____ | |
| AM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Lunch (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| PM Snacks (pre-selected by PSA representative) | pax | 16 | P _____ | P _____ | |
| Dinner (2 main dish, 1 side dish, 1 soup, 1 dessert, unlimited rice, 1 round of softdrink) | pax | 16 | P _____ | P _____ | |
| Accommodation (Double Standard) with complimentary breakfast | pax | 4 | P _____ | P _____ | |
| <i>Other Inclusion:</i> | | | | | |
| 1. Venue must be within Agusan del Norte | | | | | |
| 2. Free use of airconditioned venue/conference hall good for at least 16 participants | | | | | |
| 3. Provision of free flowing coffee and water | | | | | |
| 4. Provision of excellent functioning system and microphones | | | | | |
| 5. Provision of DLP projector and projector screen | | | | | |
| 6. With strong wifi connection | | | | | |
| 7. Free use of establishment amenities | | | | | |
| TOTAL AMOUNT IN FIGURES: | | | | 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 of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____ EmailAddress: _____

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

Date: _____