



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 **Second Level Training on Women and Information Communications Technology (ICT) Development Index (WIDI) Survey**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2022-01-003
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php348,670.00
Date of Delivery	January 17-21, 2022

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on January 12, 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH I. BONACHITA
 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. 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, Tax Clearance, BIR Certificate of Registration 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)
					YES
<p>Activity: Second Level Training on Women and Information Communications Technology (ICT) Development Index (WIDI) Survey January 17-21, 2022</p> <p>In Lot: Meals and Snacks and Accommodation</p> <p>INCLUSIONS: Must be within Butuan City.</p> <p>FUNCTION ROOM:</p> <ul style="list-style-type: none"> •Provision of function room. •Should have a capacity to accommodate the number of participants considering 1 meter radius distance per person (physical/social distancing) •With tables and chairs that can accommodate the number of participants •Can allow the use of computers/laptops/tablets and projectors/in-focus •Air-conditioned and well-lighted •Unlimited purified drinking water with dispenser and coffee •Provision of functioning sound system, at least 3 microphones, 1 projector, 1 projector screen, at least 3 extension wires, and whiteboard •1 free activity tarpaulin (at least 24 sq. feet) <p>ROOM ACCOMMODATION</p> <ul style="list-style-type: none"> •Single up to double room occupancy, separate bed (with 1 meter distance between beds) per person; air-conditioned and well-lighted, free drinking water and with toilet inside (with toiletries, soap, shampoo, and dental kit). <p>CATERING SERVICES (MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative)</p> <ul style="list-style-type: none"> •Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea •AM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/plastic bottle) •Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/plastic bottle), dessert/fresh fruits •PM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/plastic bottle) 					

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)
					YES
<ul style="list-style-type: none"> Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/plastic bottle), dessert/fresh fruits ADDITIONAL REQUIREMENT <ul style="list-style-type: none"> Provision of thermal scanner Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT, LGU, and other government regulatory guidelines under "new normal" 					
Arrival (January 16, 2022)					
Dinner	pax	13	P _____	P _____	
Accommodation	pax	13	P _____	P _____	
Day 1 (January 17, 2022)					
Breakfast	pax	32	P _____	P _____	
AM Snacks	pax	32	P _____	P _____	
Lunch	pax	32	P _____	P _____	
PM Snacks	pax	32	P _____	P _____	
Dinner	pax	32	P _____	P _____	
Accommodation	pax	32	P _____	P _____	
Day 2 (January 18, 2022)					
Breakfast	pax	32	P _____	P _____	
AM Snacks	pax	32	P _____	P _____	
Lunch	pax	32	P _____	P _____	
PM Snacks	pax	32	P _____	P _____	
Dinner	pax	32	P _____	P _____	
Accommodation	pax	32	P _____	P _____	
Day 3 (January 19, 2022)					
Breakfast	pax	32	P _____	P _____	
AM Snacks	pax	32	P _____	P _____	
Lunch	pax	32	P _____	P _____	
PM Snacks	pax	32	P _____	P _____	
Dinner	pax	32	P _____	P _____	
Accommodation	pax	32	P _____	P _____	
Day 4 (January 20, 2022)					
Breakfast	pax	32	P _____	P _____	
AM Snacks	pax	32	P _____	P _____	
Lunch	pax	32	P _____	P _____	
PM Snacks	pax	32	P _____	P _____	
Dinner	pax	32	P _____	P _____	
Accommodation	pax	32	P _____	P _____	
Day 5 (January 21, 2022)					
Breakfast	pax	32	P _____	P _____	
AM Snacks	pax	32	P _____	P _____	
Lunch	pax	32	P _____	P _____	
PM Snacks	pax	32	P _____	P _____	
Dinner	pax	13	P _____	P _____	
Accommodation	pax	13	P _____	P _____	
Departure (January 22, 2022)					
Breakfast	pax	13	P _____	P _____	
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: _____