



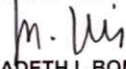
REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (CARAGA)

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, **Small Value Procurement on Meals, Snacks and Accommodation during the Second Level Training on July 2022 LFS and 2022 APIS.**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2022-06-185
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php180,600.00
Date of Delivery	June 19-24, 2022

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 **June 13, 2022** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**BERNADETH I. BONACHITA**  
 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	NO
<b>July 2022 Labor Force Survey (LFS) and 2022 Annual Poverty Indicators Survey (APIS)</b> <b>Second Level Training</b>  <b>In Lot:</b> <b>VENUE:</b> Must be within Butuan City. <b>FUNCTION ROOM</b> Provision of one function room with the following specifications: <ul style="list-style-type: none"> <li>• should have a capacity to accommodate the number of participants considering 1 meter radius distance per person (physical/social distancing)</li> <li>• with tables and chairs that can accommodate the number of participants</li> <li>• can allow use of computers/laptops/tablets and projectors/Infocus</li> <li>• air-conditioned and well-lighted</li> <li>• unlimited purified drinking water with dispenser and coffee</li> <li>• provision of functioning sound system, at least 1 microphone, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard</li> <li>• 1 free activity tarpaulin</li> <li>• available for use from 6:00 A.M. to 8:00 P.M. daily</li> </ul> <b>ROOM ACCOMMODATION</b> 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). <b>CATERING SERVICES</b> The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time: <ul style="list-style-type: none"> <li>• Breakfast - not later than 7:00 AM</li> <li>• AM Snacks – not later than 9:30 AM</li> <li>• Lunch – not later than 11:30 AM</li> <li>• PM Snacks – not later than 2:30 PM</li> <li>• Dinner - not later than 6:30 PM</li> </ul> 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/plasticbottle) Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/glass/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 can/glass/plastic bottle) Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/glass/plastic bottle), dessert/fresh fruits						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>ADDITIONAL REQUIREMENTS</b>						
<ul style="list-style-type: none"> <li>• Provision of thermal scanner</li> <li>• Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT guidelines under "new normal"</li> </ul>						
<b>Arrival (June 19, 2022)</b>						
Dinner	pax	6	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	6	₱ _____	₱ _____		
<b>Day 1 (June 20, 2022)</b>						
Breakfast	pax	10	₱ _____	₱ _____		
AM Snacks	pax	16	₱ _____	₱ _____		
Lunch	pax	16	₱ _____	₱ _____		
PM Snacks	pax	16	₱ _____	₱ _____		
Dinner	pax	16	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	16	₱ _____	₱ _____		
<b>Day 2 (June 21, 2022)</b>						
AM Snacks	pax	16	₱ _____	₱ _____		
Lunch	pax	16	₱ _____	₱ _____		
PM Snacks	pax	16	₱ _____	₱ _____		
Dinner	pax	16	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	16	₱ _____	₱ _____		
<b>Day 3 (June 22, 2022)</b>						
AM Snacks	pax	16	₱ _____	₱ _____		
Lunch	pax	16	₱ _____	₱ _____		
PM Snacks	pax	16	₱ _____	₱ _____		
Dinner	pax	16	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	16	₱ _____	₱ _____		
<b>Day 4 (June 23, 2022)</b>						
AM Snacks	pax	16	₱ _____	₱ _____		
Lunch	pax	16	₱ _____	₱ _____		
PM Snacks	pax	16	₱ _____	₱ _____		
Dinner	pax	16	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	16	₱ _____	₱ _____		
<b>Day 5 (June 24, 2022)</b>						
AM Snacks	pax	16	₱ _____	₱ _____		
Lunch	pax	16	₱ _____	₱ _____		
PM Snacks	pax	16	₱ _____	₱ _____		
Dinner	pax	6	₱ _____	₱ _____		
Accommodation (with complimentary breakfast)	pax	6	₱ _____	₱ _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

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: \_\_\_\_\_