



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 & Accommodation for Second Level Training on Geotagging of Missing Building Points in the Processed Post-Census Maps that were Covered in the 2020 Census of Population and Housing, and Enumeration Area Delineation for the Development of Enumeration Area Reference File (EARF) for the 2022 Census of Agriculture and Fisheries (2022 CAF).**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2022-03-071
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php587,690.00
Date of Delivery	March 20-26, 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 **March 11, 2022** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

M. Wi
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
<p style="text-align: center;">Second Level Training on Geotagging of Missing Building Points in the Processed Post-Census Maps that were Covered in the 2020 Census of Population and Housing, and Enumeration Area Delineation for the Development of Enumeration Area Reference File (EARF) for the 2022 Census of Agriculture and Fisheries (2022 CAF)</p> <p>March 21-25, 2022</p> <p>In Lot:</p> <p>INCLUSIONS:</p> <p>VENUE 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) •Available for use from 6:00 A.M. to 8:00 P.M. daily <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):</p> <ul style="list-style-type: none"> •Breakfast: 3 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/bottle) •Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/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/bottle) • Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/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
ADDITIONAL REQUIREMENT						
<ul style="list-style-type: none"> •Provision of thermal scanner •Strong Wifi/Internet connection with at least 20mbps; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT, LGU, and other government regulatory guidelines under "new normal" 						
Arrival (March 20, 2022)						
Dinner	pax	21	₱ _____	₱ _____		
Accommodation	pax	21	₱ _____	₱ _____		
Day 1 (March 21, 2022)						
Breakfast	pax	47	₱ _____	₱ _____		
AM Snacks	pax	47	₱ _____	₱ _____		
Lunch	pax	47	₱ _____	₱ _____		
PM Snacks	pax	47	₱ _____	₱ _____		
Dinner	pax	47	₱ _____	₱ _____		
Accommodation	pax	44	₱ _____	₱ _____		
Day 2 (March 22, 2022)						
Breakfast	pax	47	₱ _____	₱ _____		
AM Snacks	pax	47	₱ _____	₱ _____		
Lunch	pax	47	₱ _____	₱ _____		
PM Snacks	pax	47	₱ _____	₱ _____		
Dinner	pax	47	₱ _____	₱ _____		
Accommodation	pax	44	₱ _____	₱ _____		
Day 3 (March 23, 2022)						
Breakfast	pax	47	₱ _____	₱ _____		
AM Snacks	pax	47	₱ _____	₱ _____		
Lunch	pax	47	₱ _____	₱ _____		
PM Snacks	pax	47	₱ _____	₱ _____		
Dinner	pax	47	₱ _____	₱ _____		
Accommodation	pax	44	₱ _____	₱ _____		
Day 4 (March 24, 2022)						
Breakfast	pax	47	₱ _____	₱ _____		
AM Snacks	pax	47	₱ _____	₱ _____		
Lunch	pax	47	₱ _____	₱ _____		
PM Snacks	pax	47	₱ _____	₱ _____		
Dinner	pax	47	₱ _____	₱ _____		
Accommodation	pax	44	₱ _____	₱ _____		
Day 5 (March 25, 2022)						
Breakfast	pax	47	₱ _____	₱ _____		
AM Snacks	pax	47	₱ _____	₱ _____		
Lunch	pax	47	₱ _____	₱ _____		
PM Snacks	pax	47	₱ _____	₱ _____		
Dinner	pax	47	₱ _____	₱ _____		
Accommodation	pax	12	₱ _____	₱ _____		
Departure (March 26, 2022)						
Breakfast	pax	12	₱ _____	₱ _____		
TOTAL AMOUNT IN FIGURES:				₱		
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: _____