



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, snacks, accommodation for the conduct of Second Quarter 2022 Regional Data Review.**

Name of Project	General Administrative Support Service
Solicitation	RSSO PR No. 2022-06-196
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php141,650.00
Date of Delivery	July 18-22, 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 20, 2022 at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC Vice-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>Activity: Second Quarter 2022 Regional Data Review</p> <p>In Lot: Meals and Snacks and Accommodation</p> <p>INCLUSIONS: VENUE: Must be within Butuan City. FUNCTION ROOM: •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 •Available for use from 6:00 AM to 8:00 PM daily</p> <p>ROOM ACCOMMODATION •Standard Room with two single bed with an area of at least 20 sq. meters, 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> <p>CATERING SERVICES (MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative) •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 glass/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 glass/ can/ bottle), dessert/fresh fruits</p> <p>ADDITIONAL REQUIREMENT: •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"</p> <p>Arrival (July 17, 2022) Dinner Accommodation</p>						
	pax	6	P _____	P _____		
	pax	6	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 1 (July 18, 2022)						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
Day 2 (July 19, 2022)						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
Day 3 (July 20, 2022)						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation	pax	8	P _____	P _____		
Day 4 (July 21, 2022)						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	P _____	P _____		
Accommodation	pax	15	P _____	P _____		
Day 5 (July 22, 2022)						
Breakfast	pax	15	P _____	P _____		
AM Snacks	pax	15	P _____	P _____		
Lunch	pax	15	P _____	P _____		
PM Snacks	pax	15	P _____	P _____		
Dinner	pax	15	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: _____

Fax No. _____ Tel No. _____ EmailAddress: _____

Date: _____ Cellphone No. _____