



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 for Supervision and Conduct of Press Conference on January 2022 Labor Force Survey (LFS) Results.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>RSSO PR No. 2022-03-063</b>
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php238,790.00</b>
<b>Date of Delivery</b>	March 16-18, 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 7, 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>Supervision and Conduct of Press Conference on January 2022 Labor Force Survey (LFS) Results</b>						
<b>In Lot:</b>						
<b>March 16, 2022</b>						
Dinner	pax	31	₱ _____	₱ _____		
Accommodation for Single Executive Room (with complimentary breakfast)	pax	1	₱ _____	₱ _____		
Accommodation for Double Room occupancy (with complimentary breakfast)	pax	28	₱ _____	₱ _____		
<b>March 17, 2022</b>						
AM Snacks	pax	29	₱ _____	₱ _____		
Lunch	pax	29	₱ _____	₱ _____		
Dinner	pax	70	₱ _____	₱ _____		
Accommodation for Single Executive Room (with complimentary breakfast)	pax	2	₱ _____	₱ _____		
Accommodation for Double Room occupancy (with complimentary breakfast)	pax	58	₱ _____	₱ _____		
<b>March 18, 2022</b>						
AM Snacks	pax	55	₱ _____	₱ _____		
Lunch	pax	55	₱ _____	₱ _____		
PM Snacks	pax	8	₱ _____	₱ _____		
Dinner	pax	8	₱ _____	₱ _____		
Accommodation for Single Executive Room (with complimentary breakfast)	pax	1	₱ _____	₱ _____		
Accommodation for Double Room occupancy (with complimentary breakfast)	pax	2	₱ _____	₱ _____		
<b>INCLUSIONS:</b>						
Venue/Function Hall						
•Free use of fully air-conditioned function hall/venue for:						
(a) Fellowship Night on March 17, 2022; and						
(b) Press Conference on March 18, 2022						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<p>Room Accommodation</p> <ul style="list-style-type: none"> <li>•1 Single Executive Room (March 16 &amp; 18);</li> <li>•2 Single Executive Room (March 17);</li> <li>•14 Double room occupancy, separate double bed (March 16);</li> <li>•29 Double room occupancy, separate double bed (March 17, 2022); and</li> <li>•1 Double room occupancy, separate double bed (March 18);</li> </ul> <p>(with at least 1 meter distance between beds for double room occupancy) 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 &amp; PM Snacks to be pre-selected by PSA Representative)</p> <ul style="list-style-type: none"> <li>•Breakfast (complimentary)</li> <li>•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)</li> <li>•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</li> <li>•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)</li> <li>• 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</li> </ul> <p>ADDITIONAL REQUIREMENT</p> <ul style="list-style-type: none"> <li>•Strong wifi/internet connection that can sustain virtual conference; with standby generator; free use of LCD projector and white screen, functional sound system and with at least 2 microphones; conforms with the DOT, LGU, and other government regulatory guidelines under "new normal"</li> </ul>						
<b>TOTAL AMOUNT IN FIGURES:</b>				<b>P</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: \_\_\_\_\_