



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 2021 ASPBI/ 2021 SICT Data Processing Second Level Training.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	RSSO PR No. 2022-05-143
<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>	Php115,200.00
<b>Date of Delivery</b>	May 16-20, 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 May 11, 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 RFO.
- 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>Activity: Second Level Training on the 2021 ASPBI/ 2021 SICT Data Processing</b>  <b>In Lot: Meals and Snacks and Accommodation</b>  <b>INCLUSIONS:</b> <b>VENUE:</b> Must be within Butuan City. <b>FUNCTION ROOM:</b> •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  <b>ROOM ACCOMMODATION</b> •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).  <b>CATERING SERVICES</b> <b>(MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM &amp; PM Snacks to be pre-selected by PSA Representative)</b> •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  <b>ADDITIONAL REQUIREMENT:</b> •Provision of thermal scanner •Strong Wifi/Internet connection with at least <b>20mbps</b> , with parking space, whiteboard markers and whiteboard erasers; standby generator, conforms with the DOT, LGU, and other government regulatory guidelines under "new normal"  <b>Arrival (May 15, 2022)</b> Dinner pax 5 P _____ P _____ Accommodation pax 5 P _____ P _____						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Day 1 (May 16, 2022)</b>						
Breakfast	pax	14	P _____	P _____		
AM Snacks	pax	14	P _____	P _____		
Lunch	pax	14	P _____	P _____		
PM Snacks	pax	14	P _____	P _____		
Dinner	pax	14	P _____	P _____		
Accommodation	pax	7	P _____	P _____		
<b>Day 2 (May 17, 2022)</b>						
Breakfast	pax	14	P _____	P _____		
AM Snacks	pax	14	P _____	P _____		
Lunch	pax	14	P _____	P _____		
PM Snacks	pax	14	P _____	P _____		
Dinner	pax	14	P _____	P _____		
Accommodation	pax	7	P _____	P _____		
<b>Day 3 (May 18, 2022)</b>						
Breakfast	pax	14	P _____	P _____		
AM Snacks	pax	14	P _____	P _____		
Lunch	pax	14	P _____	P _____		
PM Snacks	pax	14	P _____	P _____		
Dinner	pax	14	P _____	P _____		
Accommodation	pax	7	P _____	P _____		
<b>Day 4 (May 19, 2022)</b>						
Breakfast	pax	14	P _____	P _____		
AM Snacks	pax	14	P _____	P _____		
Lunch	pax	14	P _____	P _____		
PM Snacks	pax	14	P _____	P _____		
Dinner	pax	14	P _____	P _____		
Accommodation	pax	6	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				P		
<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: \_\_\_\_\_