



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, **NP-Small Value Procurement on Workshop on the 2023 Monthly Disbursement Plan on November 7-9, 2022**

Name of Project	Accounting and Budget
Solicitation	RSSO PR No. 2022-09-372 A
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php160,000.00
Date of Delivery	November 7-9, 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 October 18, 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
<p>Workshop on the 2023 Monthly Disbursement Plan on November 7-9, 2022</p> <p>In Lot: Meals and Snacks and Accommodation</p> <p>VENUE: Must be within Butuan City</p> <p>FUNCTION ROOM:</p> <ul style="list-style-type: none"> •Provision of function rooms. •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 2 microphones, 1 projector, 1 projector screen, at least 2 extension wires, and 1 whiteboard •Available for use from 6:00 AM to 10:00 PM daily <p>ROOM ACCOMMODATION</p> <ul style="list-style-type: none"> •Can accommodate at least 42 participants with complimentary buffet breakfast; 2 pax in a room; 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: Complimentary Buffet Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative)</p> <ul style="list-style-type: none"> •Complimentary Buffet Breakfast •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 2 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 2 main dishes, 1 side dish/ veggie/ noodles/ soup/ salad, rice, juice/tea/soft drink (in glass/ 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:						
•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"						
Day 1 (November 7, 2022)						
Dinner	pax	22				
Accommodation (with breakfast)	pax	22				
Day 2 (November 8, 2022)						
AM Snacks	pax	42				
Lunch	pax	42				
PM Snacks	pax	42				
Dinner	pax	42				
Accommodation (with breakfast)	pax	42				
Day 3 (November 9, 2022)						
AM Snacks	pax	42				
Lunch	pax	42				
PM Snacks	pax	42				
Dinner	pax	4				
Accommodation (with breakfast)	pax	4				
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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____