



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** for the conduct of various trainings and activities.

<b>Name of Project</b>	General Administrative Support Service	
<b>Solicitation</b>	SDN PR No. 2021-09-058 and SDN PR No. 2021-09-059	
<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>	Lot 1	Php18,000.00
	Lot 2	Php6,750.00
	Lot 3	Php6,750.00
	Lot 4	Php4,875.00
	Lot 5	Php975.00
	Lot 6	Php9,375.00
	Lot 7	Php1,875.00
	Lot 8	Php6,000.00
	Lot 9	Php1,200.00
	Lot 10	Php600.00
	Lot 11	Php600.00
	Lot 12	Php600.00
<b>Date of Delivery</b>	Lot 1	October 4-7, 2021
	Lot 2	November 3-5, 2021
	Lot 3	December 1-3, 2021
	Lot 4	October 12, 2021
	Lot 5	October 12, 2021
	Lot 6	October 22, 2021
	Lot 7	October 22, 2021
	Lot 8	November 12, 2021
	Lot 9	November 12, 2021
	Lot 10	October 29, 2021
	Lot 11	November 26, 2021
	Lot 12	December 17, 2021

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 1:00 P.M on **September 27, 2021** at the Regional Statistical Services Office XIII (Caraga), 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
<b>Lot 1: Meals and Snacks for 2021 October LFS/SOF Training</b>						
04-Oct-21						
AM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
05-Oct-21						
AM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
06-Oct-21						
AM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	10	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>07-Oct-21</b>						
AM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	10	P _____	P _____		
<b>Lot 2: Meals and Snacks for 2021 November LFS Training</b>						
<b>03-Nov-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>04-Nov-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>05-Nov-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>Lot 3: Meals and Snacks for 2021 December LFS Training</b>						
<b>01-Dec-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>02-Dec-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>03-Dec-21</b>						
AM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	P _____	P _____		
PM snacks-preselected by PSA representative	Pax	5	P _____	P _____		
<b>Lot 4: Meals and Snacks for the Workshop on Excel Application</b>						
<b>12-Oct-21</b>						
AM snacks-preselected by PSA representative	Pax	13	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	13	P _____	P _____		
<b>Lot 5: Meals and Snacks for the Workshop on Preparation of Publications/PRs/SRs</b>						
<b>12-Oct-21</b>						
PM snacks-preselected by PSA representative	Pax	13	P _____	P _____		
<b>Lot 6: Meals and Snacks for the Learning Session on HR Policies</b>						
<b>22-Oct-21</b>						
AM snacks-preselected by PSA representative	Pax	25	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	25	P _____	P _____		
<b>Lot 7: Meals and Snacks for the Lecture on RA 9262</b>						
<b>22-Oct-21</b>						
PM snacks-preselected by PSA representative	Pax	25	P _____	P _____		
<b>Lot 8: Meals and Snacks for the Mangrove Planting</b>						
<b>12-Nov-21</b>						
AM snacks-preselected by PSA representative	Pax	16	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	16	P _____	P _____		
<b>Lot 9: Meals and Snacks for the Learning Session at Pag-asa for the collection of Rainfall Data</b>						
<b>12-Nov-21</b>						
PM snacks-preselected by PSA representative	Pax	16	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>Lot 10: Meals and Snacks for Coastal Clean up for October</b> 29-Oct-21 PM snacks-preselected by PSA representative	Pax	8	P _____	P _____		
<b>Lot 11: Meals and Snacks for Coastal Clean up for November</b> 26-Nov-21 PM snacks-preselected by PSA representative	Pax	8	P _____	P _____		
<b>Lot 12: Meals and Snacks for Coastal Clean up for December</b> 17-Dec-21 PM snacks-preselected by PSA representative	Pax	8	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: \_\_\_\_\_