



REQUEST FOR QUOTATION

RFQ # 2020-08-172

04 August 2020


The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, ***Small Value Procurement*** for the **Catering Services for the 2020 Census of Population and Housing 4th Level Training (Negros Oriental Province)**.

Name of Project	Catering Services for the 2020 Census of Population and Housing 4th Level Training (Negros Oriental Province)
Solicitation <i>(If posted at the PhilGEPS)</i>	0700-2020-08-039
Purchase Request No.	0700-2020-07-023
Location	Within the municipalities / cities of Negros Oriental
Brief Description	Packed Meal (Lunch), AM and PM Snacks
Quantity	See pages 3-7 of the RFQ
Approved Budget for the Contract (ABC)	3,871,875.00
Contract Duration	Refer to the bid form for the detailed schedule
Date of Delivery	Refer to the bid form for the detailed schedule

Please quote your **best price** on the item/s listed below and submit personally your **SEALED QUOTATION** not later than **10 August 2020, 12: NN** through the address below, subject to the Terms and Conditions provided in this RFQ:

*Region 7 Bids and Awards Committee (R07 BAC)
Philippine Statistics Authority – RSSO VII
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Mr. Cayylord D. Niala / Ms. Melita C. Jomud / Ms. Irish B. Velasco
R07 BAC Secretariat
Contact Nos.: (032)412-6794/254-0470 (telefax)
Email address: psa07.rbac@gmail.com*


EDWINA M. CARRIAGA
R07 BAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. Bidders may quote for any or all items.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.

- 8 Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
- 9 The Lowest Calculated and Responsive Bidder shall be informed immediately.
- 10 In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ **“draw lots”** as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11 The item/s shall be delivered according to the requirements specified in the Technical Specifications.
12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The following documentary requirements must be submitted prior to payment:
 - *Mayor’s/Business Permit*
 - *PhilGEPS Registration Number/Certificate*
 - *Income/Business Tax Return (for ABCs above P500K)*
 - *Omnibus Sworn Statement (for ABCs above 50K)*
14. 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.
15. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.
16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Ensure to check the "Compliance with Technical Specifications" Column.
4. Submit your bid in any of the following:
 - a. Sealed in an envelope,
 - b. Email to psa07.rbac@gmail.com only, or
 - c. Through fax nos. (032) 412-6794 or 254-0470
5. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
	Catering Services for the 2020 Census of Population and Housing 4th Level Training (Negros Oriental Province) Buffet Lunch, AM & PM snacks at Php 375.00 / pax Pack Lunch, AM and PM Snacks							
	Venue:							
	Within the municipalities / cities of Negros Oriental							
1	**Canlaon City** * 11-15 Aug 2020 (82 pax per day for 5 days for 4 classes) * 16 Aug 2020 (17 pax for 1 class)	lot		160,125.00			()	()
2	**Vallehermoso** * 17-21 Aug 2020 (59 pax per day for 5 days for 3 classes) * 22 Aug 2020 (13 pax for 1 class)	lot		115,500.00			()	()

3	<p><u>**Guihulngan City**</u></p> <p>* 11-15 Aug 2020 (70 pax per day for 5 days for 3 classes)</p> <p>* 16 Aug 2020 (14 pax for 1 class)</p> <p><u>**Guihulngan City**</u></p> <p>* 17-21 Aug 2020 (70 pax per day for 5 days for 3 classes)</p> <p>* 22 Aug 2020 (14 pax for 1 class)</p>	lot		273,000.00			()	()
4	<p><u>**La Libertad**</u></p> <p>* 11-15 Aug 2020 (62 pax per day for 5 days for 2 classes)</p> <p>* 16 Aug 2020 13 pax for 1 class)</p> <p><u>**Jimalalud**</u></p> <p>* 17-21 Aug 2020 (50 pax per day for 5 days for 2 classes)</p> <p>* 22 Aug 2020 (11 pax for 1 class)</p>	lot		219,000.00			()	()
5	<p><u>**Tayasan**</u></p> <p>* 11-15 Aug 2020 (59 pax per day for 5 days for 3 classes)</p> <p>* 16Aug 2020 (13 pax for 1 class)</p> <p><u>**Ayungon**</u></p> <p>* 24-28 Aug 2020 (67 pax per day for 5 days for 3 classes)</p> <p>* 29 Aug 2020 (14 pax for 1 class)</p>	lot		246,375.00			()	()
6	<p><u>**Bindoy**</u></p> <p>* 17-21 Aug 2020 (57 pax per day for 5 days for 3 classes)</p> <p>* 22 Aug 2020 (12 pax for 1 class)</p> <p><u>**Manjuyod**</u></p> <p>* 11-15 Aug 2020 (63 pax per day for 5 days for 3 classes)</p> <p>* 16 Aug 2020 (13 pax for 1 class)</p>	lot		234,375.00			()	()

7	<p><u>**Mabinay**</u></p> <p>* 11-15 Aug 2020 (116 pax per day for 5 days for 6 classes)</p> <p>* 16 Aug 2020 (23 pax for 1 class)</p>	lot		226,125.00			()	()
8	<p><u>**Bais City**</u></p> <p>* 24-28 Aug 2020 (107 pax per day for 5 days for 5 classes)</p> <p>* 29 Aug 2020 (22 pax for 1 class)</p>	lot		208,875.00			()	()
9	<p><u>**Tanjay City**</u></p> <p>* 17-21 Aug 2020 (106 pax per day for 5 days for 5 classes)</p> <p>* 22 Aug 2020 (21 pax for 1 class)</p> <p><u>**Pamplona**</u></p> <p>* 24-28 Aug 2020 (59 pax per day for 5 days for 3 classes)</p> <p>* 29 Aug 2020 (13 pax for 1 class)</p>	lot		322,125.00			()	()
10	<p><u>**Amlan**</u></p> <p>* 24-28 Aug 2020 (38 pax per day for 5 days for 2 classes)</p> <p>* 29 Aug 2020 (8 pax for 1 class)</p> <p><u>**San Jose**</u></p> <p>* 11-15 Aug 2020 (31 pax per day for 5 days for 2 classes)</p> <p>* 16 Aug 2020 (7 pax for 1 class)</p>	lot		135,000.00			()	()
11	<p><u>**Sibulan**</u></p> <p>* 24-28 Aug 2020 (82 pax per day for 5 days for 4 classes)</p> <p>* 29 Aug 2020 (17 pax for 1 class)</p> <p><u>**Dumaguete City**</u></p> <p>* 11-15 Aug 2020 (90 pax per day for 5 days for 4 classes)</p>	lot		492,750.00			()	()

	<p>* 16 Aug 2020 (16 pax for 1 class)</p> <p><u>**Dumaguete City**</u></p> <p>* 17-21 Aug 2020 (81 pax per day for 5 days for 3 classes)</p> <p>* 22 Aug 2020 (16 pax for 1 class)</p>							
12	<p><u>**Valencia**</u></p> <p>* 11-15 Aug 2020 (58 pax per day for 5 days for 3 classes)</p> <p>* 16 Aug 2020 (12 pax for 1 class)</p> <p><u>**Bacong**</u></p> <p>* 17-21 Aug 2020 (56 pax per day for 5 days for 3 classes)</p> <p>* 22 Aug 2020 (12 pax for 1 class)</p>	lot		222,750.00			()	()
13	<p><u>**Siaton**</u></p> <p>* 11-15 Aug 2020 (107pax per day for 5 days for 5 classes)</p> <p>* 16 Aug 2020 (21 pax for 1 class)</p>	lot		208,500.00			()	()
14	<p><u>**Dauin**</u></p> <p>* 24-28 Aug 2020 (50 pax per day for 5 days for 2 classes)</p> <p>* 29 Aug 2020 (10 pax for 1 class)</p> <p><u>**Zamboaguita**</u></p> <p>* 17-21 Aug 2020 (47 pax per day for 5 days for 2 classes)</p> <p>* 22 Aug 2020 (10 pax for 1 class)</p>	lot		189,375.00			()	()
15	<p><u>**Sta. Catalina**</u></p> <p>* 24-28 Aug 2020 (110 pax per day for 5 days for 6 classes)</p> <p>* 29 Aug 2020 (22 pax for 1 class)</p> <p><u>**Bayawan City**</u></p>	lot		535,875.00			()	()

	<p>* 11-15 Aug 2020 (83 pax per day for 5 days for 4 classes)</p> <p>* 16 Aug 2020 (16 pax for 1 class)</p> <p><u>**Bayawan City**</u></p> <p>* 17-21 Aug 2020 (82 pax per day for 5 days for 3 classes)</p> <p>* 22 Aug 2020 (16pax for 1 class)</p>							
16	<p><u>**Basay**</u></p> <p>* 11-15 Aug 2020 (42 pax per day for 5 days for 2 classes)</p> <p>* 16 Aug 2020 (9 pax for 1 class)</p>	lot		82,125.00			()	()
	<p>Food Requirement:</p> <p>1. Packed meal (lunch), AM & PM snacks snacks w/ drinks</p> <p>* Lunch - rice, soup, appetizer, 2 main courses (for fish, it should not be cream dory), Drinks (juice/softdrinks), Dessert</p>						()	()
	<p>2. Serving Time</p> <p>* AM snacks - should be served at 10:00am</p> <p>* Lunch - should be served at 12:00nn</p> <p>* PM snacks - should be served at 3:00pm</p>						()	()
	3. Provision of free flowing coffee/milo/tea						()	()
	4. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates)						()	()
	5. Attach menu upon submission of the bid form						()	()
	Other Requirements:							
	1. Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of billing statement						()	()

	2. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
	MODE OF PROCUREMENT: Small Value Procurement							
	TOTAL AMOUNT IN WORDS : <hr/> <hr/>							

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 _____

TIN #: _____ (Please specify if **VAT** or **NON-VAT**)

Address: _____ Email Address:_____

Fax No. _____. Tel No.: _____ Cellphone No._____

Date: _____