



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSO 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 Task Force and Second Level Training for 2022 CAF Pilot

Name of Project	General Administrative Support Service	
Solicitation	SDN PR No. 2021-09-064	
Location	PSA - RSO XIII	
Brief Description	Refer to Bid Form below	
Quantity	Refer to Bid Form	
Approved Budget for the Contract (ABC)	Lot 1	Php27,000.00
	Lot 2	Php225,000.00
Date of Delivery	October 11 to 16, 2021 and October 18 to 23, 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 29, 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
Lot 1: Meals and snacks for Task Force Training of 2022 CAF Pilot at PSA, Surigao del Norte.						
11-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 _____		
12-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 _____		
13-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 _____		
14-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 _____		
15-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 _____		
16-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 _____		

Lot 2: Inclusion of meals, snacks, accommodation, and free use of function room to accommodate 30 persons for 2nd Level Training of 2022 CAF Pilot at Socorro, Surigao del Norte

Other facilities and amenities:

- with tables and chairs enough for 24 persons
- 1 projector, 4 microphones with sound system
- 2 white boards with 4 markers and erasers
- airconditioned and well-lighted; with toilet nearby
- free drinking water; free parking fee
- unlimited coffee, mineral water, and free tarpaulin
- with the inclusion of meals and snacks for 30 pax per day and accommodation of 30 persons
- 2 Tarpaulins with size 3 x 6 ft (lay-out to be provided by PSA)

18-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Dinner (two main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- Room accomodation (2 persons/room), free breakfast Pax 15 P _____ P _____

19-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Dinner (two main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- Room accomodation (2 persons/room), free breakfast Pax 15 P _____ P _____

20-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Dinner (two main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- Room accomodation (2 persons/room), free breakfast Pax 15 P _____ P _____

21-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Dinner (two main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- Room accomodation (2 persons/room), free breakfast Pax 15 P _____ P _____

22-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Dinner (two main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- Room accomodation (2 persons/room), free breakfast Pax 15 P _____ P _____

23-Oct-21

- AM snacks-preselected by PSA representative Pax 30 P _____ P _____
- Lunch (3 main dishes, 1 side dish, 1 soup, 1 dessert, rice, 1 round of soft drink) Pax 30 P _____ P _____
- PM snacks-preselected by PSA representative Pax 30 P _____ P _____

TOTAL AMOUNT IN FIGURES:

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: _____