



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** on Meals, snacks, venue, and accommodation for the Provincial Level Training on Geotagging of Missing Building Points

Name of Project	General Administrative Support Service
Solicitation	SDN PR No. 2022-03-019
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php91,000.00
Date of Delivery	April 4-8, 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 **March 28, 2022** 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
In lot						
Meals, snacks, venue, and accommodation for the Provincial Level Training on Geotagging of Missing Building Points to be delivered in Surigao City						
Function Room: •Provision of one function room •should have a capacity to accommodate the number of participants per class considering 1 meter radius distance per person (physical/social distancing) •with tables and chairs that can accommodate the number of participants per class •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 3 extension wires, whiteboard •1 free activity tarpaulin (at least 6x4 sq. feet) •available for use from 7:00 A.M. to 6:00 P.M. daily						
Additional Requirements •Provision of thermal scanner •Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator; conforms with the DOT guidelines under "new normal" •Provision of one function hall for class.						
4-Apr-22						
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 _____		
Dinner-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	P _____	P _____		
Accommodation with free breakfast (2 persons/room)	pax	10	P _____	P _____		
5-Apr-22						
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 _____		
Dinner-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	P _____	P _____		
Accommodation with free breakfast (2 persons/room)	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
6-Apr-22						
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 _____		
Dinner-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	P _____	P _____		
Accommodation with free breakfast (2 persons/room)	pax	10	P _____	P _____		
7-Apr-22						
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 _____		
Dinner-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	P _____	P _____		
Accommodation with free breakfast (2 persons/room)	pax	10	P _____	P _____		
8-Apr-22						
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 _____		
Dinner-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	P _____	P _____		
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: _____