



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 **Training for PhilSys Step 2 Registration**.

Name of Project	General Administrative Support Service
Solicitation	SDN PR No. 2022-01-011
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php97,500.00
Date of Delivery	January 21-23, 2022

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on **January 18, 2022** 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 PhilSys Training Batch 1</b>						
<b>Venue: Municipality of Claver, Surigao del Norte</b>						
<b>21-Jan-22</b>						
AM snacks-preselected by PSA representative	pax	50	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	50	P _____	P _____		
PM snacks-preselected by PSA representative	pax	50	P _____	P _____		
<b>22-Jan-22</b>						
AM snacks-preselected by PSA representative	pax	50	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	50	P _____	P _____		
PM snacks-preselected by PSA representative	pax	50	P _____	P _____		
<b>23-Jan-22</b>						
AM snacks-preselected by PSA representative	pax	50	P _____	P _____		
Lunch-2 main dishes, 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	50	P _____	P _____		
PM snacks-preselected by PSA representative	pax	50	P _____	P _____		
<b>TOTAL AMOUNT IN FIGURES:</b>				<b>P</b>		
<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: \_\_\_\_\_