



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 Procurement of Meals, Snacks, Venue, and Accommodation for the Provincial Level Training on Processing of Post-Census Maps.

Name of Project	General Administrative Support Service
Solicitation	SDN PR No. 2021-04-030
Location	PSA - RSSO XIII
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php153,000.00
Date of Delivery	April 26 to 30, 2021 (Daily)

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 **April 20, 2021** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

B. I. Bonachita
BERNADETH I. BONACHITA
 RBAC 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. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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.
7. 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.
8. 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.
9. 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						
See specifications in Attachment A						
Day 1 - April 26, 2021						
Breakfast	Pax	15	₱ _____	₱ _____		
AM Snacks	Pax	15	₱ _____	₱ _____		
Lunch	Pax	15	₱ _____	₱ _____		
PM Snacks	Pax	15	₱ _____	₱ _____		
Dinner	Pax	15	₱ _____	₱ _____		
Accommodation	Pax	15	₱ _____	₱ _____		
Day 2 - April 27, 2021						
Breakfast	Pax	15	₱ _____	₱ _____		
AM Snacks	Pax	15	₱ _____	₱ _____		
Lunch	Pax	15	₱ _____	₱ _____		
PM Snacks	Pax	15	₱ _____	₱ _____		
Dinner	Pax	15	₱ _____	₱ _____		
Accommodation	Pax	15	₱ _____	₱ _____		
Day 3 - April 28, 2021						
Breakfast	Pax	15	₱ _____	₱ _____		
AM Snacks	Pax	15	₱ _____	₱ _____		
Lunch	Pax	15	₱ _____	₱ _____		
PM Snacks	Pax	15	₱ _____	₱ _____		
Dinner	Pax	15	₱ _____	₱ _____		
Accommodation	Pax	15	₱ _____	₱ _____		

Day 4 - April 29, 2021

Breakfast

Pax 15

₱ _____

₱ _____

AM Snacks

Pax 15

₱ _____

₱ _____

Lunch

Pax 15

₱ _____

₱ _____

PM Snacks

Pax 15

₱ _____

₱ _____

Dinner

Pax 15

₱ _____

₱ _____

Accommodation

Pax 15

₱ _____

₱ _____

Day 5 - April 30, 2021

Breakfast

Pax 15

₱ _____

₱ _____

AM Snacks

Pax 15

₱ _____

₱ _____

Lunch

Pax 15

₱ _____

₱ _____

PM Snacks

Pax 15

₱ _____

₱ _____

Dinner

Pax 15

₱ _____

₱ _____

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: _____