



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 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- Catering Services with Free Venue for PhilSys Step 2 Registration Provincial Level Training.**

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2021-05-042
Location	PSA - Surigao del Sur
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Lot 1: 44,850.00 Lot 2: 44,850.00
Date of Delivery	Lot 1: June 09-11, 2021 Lot 2: June 16-18, 2021

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than 10:00 A.M on **JUN 02 2021** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

M. Uig
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
Catering Services with Free Venue for PhilSys Step 2 Registration Provincial Level Training						
Date: June 09-11, 2021 & June 16-18, 2021						
Venue: Within Tandag City						
LOT 1:						
June 9, 2021 (Day 1)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		
June 10, 2021 (Day 2)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		
June 11, 2021 (Day 3)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		
LOT 2:						
June 16, 2021 (Day 1)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		
June 17, 2021 (Day 2)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		
June 18, 2021 (Day 3)						
AM Snacks	pax	23	P _____	P _____		
Lunch	pax	23	P _____	P _____		
PM Snacks	pax	23	P _____	P _____		

Specifications:							
CATERING SERVICES (MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM & PM Snacks to be pre-selected by PSA Representative)	• AM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/bottle)						
	• Lunch comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits, meal setting: managed buffet						
	• PM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in glass/can/bottle)						
Inclusions:							
FUNCTION ROOM	<ul style="list-style-type: none"> • should have a capacity to accommodate the number of participants considering 1 meter radius distance per person (physical/social distancing) • with tables and chairs that can accommodate the number of participants • can allow use of computers/laptops/tablets and projectors/Infocus • 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, and whiteboard • available for use from 7:00 A.M. to 6:00 P.M. daily 						
ADDITIONAL REQUIREMENT	<ul style="list-style-type: none"> •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 (1) function hall 						
TOTAL AMOUNT IN WORDS:							

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: _____