

## REPUBLIC OF THE PHILIPPINES

## PHILIPPINE STATISTICS AUTHORITY

## REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake alternative mode of procurement, NP-Small Value Procurement of Catering Services with free use of Venue/Function Room for the Conduct of Philippine Identification System Step 2 Retraining for 2022 Operation.

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2022-01-003
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: Php103,350.00
	Lot 2: Php103,350.00
Date of Delivery	January 17-19, 2022 and January 20-22, 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 12, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Bultuan City.

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. Un		Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
1071					YES	NO
LOT 1						
Class 1: Catering Services with free use of Venue/Function Room						
Activity: Conduct of Philippine Identification System Step 2 Retraining for 2022 Operation.						7.
January 17, 2022 (Day 1)						
AM Snacks	pax	26	P	P		
Lunch	pax	26	P	₽		*
PM Snacks	pax	26	P	₽		Y
January 18, 2022 (Day 2)						
AM Snacks	pax	26	P	₽		
Lunch	pax	26	P	P		
PM Snacks	pax	26	P	₽		
January 19, 2022 (Day 3)						
AM Snacks	pax	26	P	₽		
Lunch	pax	26	P	P		
PM Snacks	pax	26	P	₽		

Item/s and specification/s (minimum)	Unit Qty.		Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)		
					YES	NO	
Class 2: Catering Services with free use of							
Venue/Function Room Activity: Conduct of Philippine Identification						14	
System Step 2 Retraining for 2022 Operation.							
January 17, 2022 (Day 1)							
AM Snacks	nav	27		P			
Lunch	pax	27	P	P			
PM Snacks	pax	27	P	P			
January 18, 2022 (Day 2)	Pax	27		F			
AM Snacks	pax	27	Ð	₽		. 1	
Lunch	pax	27	P	P			
PM Snacks	pax	27					
January 19, 2022 (Day 3)	Pax	27	-	F			
AM Snacks	pax	27	Ð	Ð			
Lunch	pax	27	P	P			
PM Snacks	pax	27	P	P			
, in stacks	pax	"					
LOT 2						9.5	
Class 1: Catering Services with free use of							
Venue/Function Room							
Activity: Conduct of Philippine Identification					ū		
System Step 2 Retraining for 2022 Operation.							
January 20, 2022 (Day 1)							
AM Snacks	pax	26	P	₽			
Lunch	pax	26	P	P			
PM Snacks	pax	26	P	P			
January 21, 2022 (Day 2)							
AM Snacks	pax	26	P	P			
Lunch	pax	26	P	₽			
PM Snacks	pax	26	₽	₽			
January 22, 2022 (Day 3)		20,700					
AM Snacks	pax	26	₽	₽			
Lunch	pax	26	₽	₽			
PM Snacks	pax	26	₽	₽			
Class 2: Catering Services with free use of							
Venue/Function Room							
Activity: Conduct of Philippine Identification							
System Step 2 retraining for 2022 Operation.							
January 20, 2022 (Day 1)							
AM Snacks	pax	27	₽	₱			
Lunch	pax	27	P	P			
PM Snacks	pax	27	₽	₱			
January 21, 2022 (Day 2)		27					
AM Snacks	pax	27	₽	P	1		
Lunch PM Snacks	pax	27	P	P			
	pax	27	₱	P		2	
January 22, 2022 (Day 3) AM Snacks	nov	27		Ð			
	pax	27	P	P			
Lunch	pax	27	₽				
PM Snacks	pax	27	P	P	I	1	

Item/s and	d specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Technical S	ance with pecifications e check)
						YES	NO
CATERING SERVICES (MEAL AND SNACKS: Lunch, AM and PM snacks to be pre- selected by PSA Representative)	Specifications:  AM Snacks comprised of traditional pasta dish (pansit/bihon/bam-i/spagicake/pastry/sandwich and hot choco (in glass/can/bottle)  Lunch comprised of 3 main dishes, dish/veggie/noodles/soup/salad, rice (in can/bottle), dessert/fresh fruits  PM Snacks comprised of traditional pasta dish (pansit/bihon/bam-i/spagicake/pastry/sandwich and hot choco (in glass/can/bottle)	hetti) or /tea/juice/s 1 side e, juice/tea/ I Filipino de hetti) or	soft drink soft drink licacy or				
VENUE	Inclusions:  Must be within Tandag City  Provision of one function room per class  Every function room:						
FUNCTION ROOM	<ul> <li>should have a capacity to accommodate the number of participants considering 1 meter radius distance per person (physical/social distancing)</li> <li>with tables and chairs that can accommodate the number of participants</li> <li>can allow use of computers/laptops/tablets and projectors/Infocus</li> <li>unlimited purified drinking water with dispenser and coffee</li> <li>provision of functioning sound system, at least 1 microphone, 1 projector, 1 projector screen, at least 3 extension wires, and whiteboard</li> <li>1 free activity tarpaulin (at least 24 s. feet)</li> <li>available for use from 6:00 A.M. to 8:00 P.M. daily</li> </ul>						
ADDITIONAL REQUIREMENTS	Provision of thermal scanner  Strong Wifi/Internet connection; whiteboard markers and white board generator, conforms with the DOT grooms and the DOT grooms.  The provision of thermal scanner  The provision of	rith parking d erasers; st	space,				9
TOTAL AMOUNT I	N FIGURES.	Museumber anne en en en annual					
TOTAL AMOUNT I							
Other Requirement After having careful						ove.	

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Other requirements.	
After having carefully read and accepted your Terms an	nd Conditions. I/We quote you on the item at prices noted above.
Printed Name of authorized representative/Signature:	
Position:	
Address:	
Fax No Tel No	
Date:	