



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- Catering Services with Free Use of Venue/Function Room and Room Accommodation for the Third Level Training on Geotagging of Missing Building Points in the Processed Post-Census.

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2022-02-025
Location	PSA - Surigao del Sur
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php 81,000.00
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 21, 2022** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

m. Luis
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
Activity: Third Level Training on Geotagging of Missing Buildings Points in the Processed Post-Census Maps That Were Covered in the 2020 Census of Population and Housing, and Enumeration Area Delineation for the Development of Enumeration Area Reference File (EARF) for the 2022 Census of Agriculture and Fisheries (2022 CAF)						
Date: April 4-8, 2022 (5 Days)						
Venue: Within Tandag City						
IN LOT: (Catering Services with free use of Venue/Function Room and Room Accommodation)						
April 4, 2022 (Day 1)						
Breakfast	pax	9	P _____	P _____		
AM Snacks	pax	9	P _____	P _____		
Lunch	pax	9	P _____	P _____		
PM Snacks	pax	9	P _____	P _____		
Dinner	pax	9	P _____	P _____		
Accommodation	pax	9	P _____	P _____		
April 5, 2022 (Day 2)						
Breakfast	pax	9	P _____	P _____		
AM Snacks	pax	9	P _____	P _____		
Lunch	pax	9	P _____	P _____		
PM Snacks	pax	9	P _____	P _____		
Dinner	pax	9	P _____	P _____		
Accommodation	pax	9	P _____	P _____		
April 6, 2022 (Day 3)						
Breakfast	pax	9	P _____	P _____		
AM Snacks	pax	9	P _____	P _____		
Lunch	pax	9	P _____	P _____		
PM Snacks	pax	9	P _____	P _____		
Dinner	pax	9	P _____	P _____		
Accommodation	pax	9	P _____	P _____		
April 7, 2022 (Day 4)						
Breakfast	pax	9	P _____	P _____		
AM Snacks	pax	9	P _____	P _____		
Lunch	pax	9	P _____	P _____		
PM Snacks	pax	9	P _____	P _____		
Dinner	pax	9	P _____	P _____		
Accommodation	pax	9	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)		
					YES	NO	
April 08, 2022 (Day 5)							
Breakfast	pax	9	P_____	P_____			
AM Snacks	pax	9	P_____	P_____			
Lunch	pax	9	P_____	P_____			
PM Snacks	pax	9	P_____	P_____			
Dinner	pax	9	P_____	P_____			
Accommodation	pax	9	P_____	P_____			
Specifications: CATERING SERVICES (MEALS AND SNACKS)	1) Breakfast: 3 main dishes/fruits, rice, coffee/tea 2) 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 drinks (in glass/can/bottle) 3) 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 4) 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 drinks (in glass/can/bottle) 5) Dinner 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 Note: •Breakfast - not later than 7:00 AM •AM Snacks - not later than 9:30 AM •Lunch - not later than 11:30 AM •PM Snacks - not later than 2:30 PM •Dinner - not later than 6:30 PM						
VENUE/ FUNCTION ROOM	•Within Surigao del Sur •Provision of one function room Every function room: •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 1 microphone, 1 projector, 1 projector screen, at least 3 extension wires, and whiteboard •1 free activity tarpaulin (at least 24sq. feet) •available for use from 6:00 A.M. to 8:00 P.M. daily •at most 2 persons in a room, separate bed (with 1 meter distance between beds) per person; airconditioned and well-lighted, free drinking water and with toilet inside (with toiletries, soap, shampoo, and dental kit)						
ADDITIONAL REQUIREMENTS	•Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator, conforms with the DOT guidelines under "new normal" •Provision of thermal scanner						
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: _____