



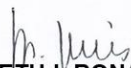
REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 CARAGA

**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 Venue and Accommodation for the Third Level Training on the Processing of Post-Census Maps.**

<b>Name of Project</b>	General Administrative Support Service
<b>Solicitation</b>	<b>SDS PR No. 2021-04-034</b>
<b>Location</b>	PSA - Surigao del Sur
<b>Brief Description</b>	Refer to Bid Form below
<b>Quantity</b>	Refer to Bid Form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php236,550.00</b>
<b>Date of Delivery</b>	April 26-30, 2021

Please quote your **lowest price** on the item/s listed below and submit 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, Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**BERNADETH I. BONACHITA**  
 RBAC 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>Activity: Third Level Training on the Processing of Post-Census Maps</b> <b>Date: April 26-30, 2021 (5 Days)</b> <b>Venue: Within Tandag City</b> <b>IN LOT (Catering Services with Venue and Accommodation)</b> <b>Specifications:</b>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Venue</td> <td>Must be within Tandag City</td> </tr> <tr> <td>FUNCTION ROOM</td> <td> <ul style="list-style-type: none"> <li>•Provision of one function room per class</li> <li>Every function room:               <ul style="list-style-type: none"> <li>•should have a capacity to accommodate the number of participants per class considering 1 meter radius distance per person (physical/social distancing)</li> <li>•with tables and chairs that can accommodate the number of participants per class</li> <li>•can allow the use of computers/laptops/tablets and projectors/in-focus</li> <li>•air-conditioned and well-lighted</li> <li>•unlimited purified drinking water with dispenser and coffee</li> <li>•provision of functioning sound system, at least 3 microphones, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard</li> <li>•1 free activity tarpaulin (at least 24 sq. feet)</li> <li>•available for use from 6:00 A.M. to 8:00 P.M. daily</li> </ul> </li> </ul> </td> </tr> <tr> <td>ROOM ACCOMMODATION</td> <td>•single up to double room occupancy, separate bed (with 1 meter distance between beds) per person; air-conditioned and well-lighted, free drinking water and with toilet inside (with toiletries, soap, shampoo, and dental kit).</td> </tr> <tr> <td>CATERING SERVICES (MEALS)</td> <td>Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea</td> </tr> </table>	Venue	Must be within Tandag City	FUNCTION ROOM	<ul style="list-style-type: none"> <li>•Provision of one function room per class</li> <li>Every function room:               <ul style="list-style-type: none"> <li>•should have a capacity to accommodate the number of participants per class considering 1 meter radius distance per person (physical/social distancing)</li> <li>•with tables and chairs that can accommodate the number of participants per class</li> <li>•can allow the use of computers/laptops/tablets and projectors/in-focus</li> <li>•air-conditioned and well-lighted</li> <li>•unlimited purified drinking water with dispenser and coffee</li> <li>•provision of functioning sound system, at least 3 microphones, 1 projector, 1 projector screen, at least 3 extension wires, whiteboard</li> <li>•1 free activity tarpaulin (at least 24 sq. feet)</li> <li>•available for use from 6:00 A.M. to 8:00 P.M. daily</li> </ul> </li> </ul>	ROOM ACCOMMODATION	•single up to double room occupancy, separate bed (with 1 meter distance between beds) per person; air-conditioned and well-lighted, free drinking water and with toilet inside (with toiletries, soap, shampoo, and dental kit).	CATERING SERVICES (MEALS)	Breakfast: 2 main dishes, dessert/fruits, rice, coffee/tea					
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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

•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)

Dinner comprised of 3 main dishes, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits

ADDITIONAL REQUIREMENT

- 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

<b>Arrival (April 25, 2021)</b>							
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	
<b>Day 1 (April 26, 2021)</b>							
Breakfast	pax	19	P	_____	P	_____	
AM Snacks	pax	19	P	_____	P	_____	
Lunch	pax	19	P	_____	P	_____	
PM Snacks	pax	19	P	_____	P	_____	
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	
<b>Day 2 (April 27, 2021)</b>							
Breakfast	pax	19	P	_____	P	_____	
AM Snacks	pax	19	P	_____	P	_____	
Lunch	pax	19	P	_____	P	_____	
PM Snacks	pax	19	P	_____	P	_____	
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	
<b>Day 3 (April 28, 2021)</b>							
Breakfast	pax	19	P	_____	P	_____	
AM Snacks	pax	19	P	_____	P	_____	
Lunch	pax	19	P	_____	P	_____	
PM Snacks	pax	19	P	_____	P	_____	
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	
<b>Day 4 (April 29, 2021)</b>							
Breakfast	pax	19	P	_____	P	_____	
AM Snacks	pax	19	P	_____	P	_____	
Lunch	pax	19	P	_____	P	_____	
PM Snacks	pax	19	P	_____	P	_____	
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	
<b>Day 5 (April 30, 2021)</b>							
Breakfast	pax	19	P	_____	P	_____	
AM Snacks	pax	19	P	_____	P	_____	
Lunch	pax	19	P	_____	P	_____	
PM Snacks	pax	19	P	_____	P	_____	
Dinner	pax	19	P	_____	P	_____	
Accommodation	pax	19	P	_____	P	_____	

	<p style="text-align: center;"><b>Departure (May 1, 2021)</b></p> <p>Breakfast</p>	pax	19	P _____	P _____	
<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: \_\_\_\_\_