



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. 2022-01-006 |
| Location | PSA - Surigao del Sur |
| Brief Description | Refer to Bid Form below |
| Quantity | Refer to Bid Form |
| Approved Budget for the Contract (ABC) | Php93,600.00 |
| Date of Delivery | January 21-23, 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 18, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

MELCHOR B. BAUTISTA
RBAC Vice - 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 |
| IN LOT: | | | | | | |
| Class 1: Catering Services with free use of Venue/Function Room | | | | | | |
| Activity: Conduct of Philippine Identification System Step 2 Retraining for 2022 Operation. | | | | | | |
| January 21, 2022 (Day 1) | | | | | | |
| AM Snacks | pax | 25 | P _____ | P _____ | | |
| Lunch | pax | 25 | P _____ | P _____ | | |
| PM Snacks | pax | 25 | P _____ | P _____ | | |
| January 22, 2022 (Day 2) | | | | | | |
| AM Snacks | pax | 25 | P _____ | P _____ | | |
| Lunch | pax | 25 | P _____ | P _____ | | |
| PM Snacks | pax | 25 | P _____ | P _____ | | |
| January 23, 2022 (Day 3) | | | | | | |
| AM Snacks | pax | 25 | P _____ | P _____ | | |
| Lunch | pax | 25 | P _____ | P _____ | | |
| PM Snacks | pax | 25 | P _____ | P _____ | | |
| Class 2: Catering Services with free use of Venue/Function Room | | | | | | |
| Activity: Conduct of Philippine Identification System Step 2 Retraining for 2022 Operation. | | | | | | |
| January 21, 2022 (Day 1) | | | | | | |
| AM Snacks | pax | 23 | P _____ | P _____ | | |
| Lunch | pax | 23 | P _____ | P _____ | | |
| PM Snacks | pax | 23 | P _____ | P _____ | | |

| Item/s and specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (Please check) | |
|---|--|------|------------|------------------------------|---|----|
| | | | | | YES | NO |
| January 22, 2022 (Day 2) | | | | | | |
| AM Snacks | pax | 23 | P _____ | P _____ | | |
| Lunch | pax | 23 | P _____ | P _____ | | |
| PM Snacks | pax | 23 | P _____ | P _____ | | |
| January 23, 2022 (Day 3) | | | | | | |
| AM Snacks | pax | 23 | P _____ | P _____ | | |
| Lunch | pax | 23 | P _____ | P _____ | | |
| PM Snacks | pax | 23 | P _____ | P _____ | | |
| CATERING SERVICES (MEAL AND SNACKS: Lunch, AM and PM snacks to be pre-selected by PSA Representative) | Specifications: <ul style="list-style-type: none"> • 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) | | | | | |
| VENUE | Inclusions: Must be within Tandag City •Provision of one function room per class 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 24 s. feet) • available for use from 6:00 A.M. to 8:00 P.M. daily | | | | | |
| FUNCTION ROOM | | | | | | |
| ADDITIONAL REQUIREMENTS | <ul style="list-style-type: none"> • Provision of thermal scanner • Strong Wifi/Internet connection; with parking space, whiteboard markers and white board erasers; standby generator, conforms with the DOT guidelines under "new normal" | | | | | |
| 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: _____