



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- Learning Session on Accounting, Budget and Human Resource Matters on March 11-13, 2022.

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2022-04-035
Location	PSA - Surigao del Sur
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Php 130,400.00
Date of Delivery	May 11-13, 2022

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 22, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

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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: Learning Session on Accounting, Budget and Human Resource Matters Date: May 11-13, 2022 (3 Days) Venue: San Agustin, Surigao del Sr IN LOT: Catering Services with free use of Venue/Function Room and Room Accommodation						
May 11, 2022 (Day 1)						
AM Snacks	pax	32	P _____	P _____		
Lunch	pax	32	P _____	P _____		
PM Snacks	pax	32	P _____	P _____		
Dinner	pax	32	P _____	P _____		
Accommodation	pax	32	P _____	P _____		
May 12, 2022 (Day 2)						
Breakfast	pax	32	P _____	P _____		
AM Snacks	pax	32	P _____	P _____		
Lunch	pax	32	P _____	P _____		
PM Snacks	pax	32	P _____	P _____		
Dinner	pax	32	P _____	P _____		
Accommodation						
May 13, 2022 (Day 3)						
Breakfast	pax	32	P _____	P _____		
AM Snacks	pax	32	P _____	P _____		
Lunch	pax	32	P _____	P _____		
INCLUSIONS:						
VENUE	• San Agustin, Surigao del Sur					
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 per class • 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 • available for use from 7:00 A.M. to 6:00 P.M. daily 					
MEALS AND SNACKS: Breakfast, Lunch, Dinner, AM & PM Snacks to preselected by PSA Representative)	<ul style="list-style-type: none"> • Breakfast: 3 main dishes, dessert/fruits, rice, coffee/tea • 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 					

	<ul style="list-style-type: none"> • 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, meal setting: managed buffet 				
ROOM ACCOMMODATION	<ul style="list-style-type: none"> • at most 2 persons in a room, 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). 				
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • Strong Wifi/Internet connection; with parking space; whiteboard markers and whiteboard erasers; standby generator • Provision of thermal scanner 				
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: _____