



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 of Catering Services for the 4th Level Training of 2020 Census of Population and Housing (2020 CPH) in Lianga, Surigao del Sur.**

Name of Project	Procurement of Catering Services for the 4th Level Training of 2020 Census of Population and Housing (2020 CPH) in Surigao del Sur	
Solicitation	SDS NO. 2020-05-023	
Location	Refer to Attachment A	
Brief Description	Refer to Attachment A	
Quantity	Refer to Attachment A	
Approved Budget for the Contract (ABC)	Lot 54	Php 96,600.00
Date of Delivery	Aug 10-15, 2020 (Batch 1) Refer to Attachment A for the Date of Delivery per Lot	

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **12:00 Noon** on August , **2020** 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) labelled as "Platinum" 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 the following eligibility and technical documents together with the Request for Quotation (RFQ) in sealed envelopes: a) PhilGEPS Registration Number; b) 2020 Business Permit; c) DTI Registration; d) BIR Registration; e) Proof of Payment/Tax Remittances (VAT or Percentage Tax Remittances for the months of September 2019 to February 2020 or Income Tax Return for CY 2019); f) Omnibus Sworn Statement (Refer to Attachment D); and g) Compliance with the Technical Specifications (Refer to Attachment C).
- 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)
					NO
Procurement of Catering Services for the 4th Level Training of 2020 Census of Population and Housing (2020 CPH) in Lianga, Surigao del Sur					

SPECIFICATIONS for Lot 54:

Fourth Level Training on 2020 CPH for Lianga, Surigao del Sur
Aug 10-15, 2020 (Batch 1)

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications <i>(Please check)</i>
					NO
FUNCTION ROOM:					
• to provide one function room per class					
Every function room:					
• should have a capacity to accommodate the number of participants per class 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, whiteboard					
• available for use from 7:00 A.M. to 6:00 P.M. daily					
CATERING SERVICES:					
(MEALS AND SNACKS)					
1) 1 Meal (lunch), AM Snacks and PM Snacks for 5 days for the 4th Level Training of 2020 Census of Population and Housing (for ENs):					
• Lunch comprised of 2 main dish, 1 side dish/veggie/noodles/soup/salad, rice, juice/tea/soft drink (in can/bottle), dessert/fresh fruits, meal setting: managed buffet/packed meals (whenever applicable subject to the issued guidelines, orders, memoranda, and other issuances from DOT & LGUs); and					
• AM and 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)					
2) 1 Meal (lunch), AM Snacks and PM Snacks for 1 day for the 4th Level Training of 2020 Census of Population and Housing (for TS):					
• Lunch comprised of 2 main dish, 1 side dish/soup/salad, rice, soft drink/juice (in can/bottle), dessert/fresh fruits, meal setting: managed buffet/packed meals (whenever applicable subject to the issued guidelines, orders, memoranda, and other issuances from DCT & LGUs); and					
• AM and 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)					
3) Provision of unlimited purified drinking water.					
4) Provision of free flowing coffee.					
5) The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time:					
o AM Snacks – not later than 9:30 AM					
o Lunch – not later than 11:30 AM					
o PM Snacks – not later than 2:30 PM					
Lot 54: Number of Class: 1				P	
Class 1					
Location: Lianga, Surigao del Sur					
Date: Aug 10-15, 2020					
Participants: Trainers & ENs for Lianga, SDS					
Lunch and AM/PM Snacks (Day 1 to Day 5)	pax	36			
Participants: Trainers & TS for Lianga, SDS					
Lunch and AM/PM Snacks (Day 6)	pax	8			
TOTAL AMOUNT IN FIGURES:					P
TOTAL AMOUNT IN WORDS:					