



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 Surigao del Sur

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 Fee Use of Venue/Function Room for the PhilSys Step 2 Registration Provincial Level Training for Batch 3,4 & 5.**

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2021-09-087
Location	PSA - Surigao del Sur
Brief Description	Refer to Bid Form below
Quantity	Refer to Bid Form
Approved Budget for the Contract (ABC)	Lot 1: 54,000.00 Lot 2: 52,200.00 Lot 3: 66,600.00
Date of Delivery	September 27-29, 2021 & September 30 to October 2, 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 **September 20, 2021** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

Melchor B. Bautista
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
LOT 1 - Class 1: Catering Services with free use of Venue/Function Room						
Activity: PhilSys Step 2 Registration Provincial Level Training						
September 27, 2021 (Day 1)						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
September 28, 2021 (Day 2)						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
September 29, 2021 (Day 3)						
AM Snacks	pax	30	P _____	P _____		
Lunch	pax	30	P _____	P _____		
PM Snacks	pax	30	P _____	P _____		
LOT 2 - Class 2: Catering Services with free use of Venue/Function Room						
Activity: PhilSys Step 2 Registration Provincial Level Training						
September 27, 2021 (Day 1)						
AM Snacks	pax	29	P _____	P _____		
Lunch	pax	29	P _____	P _____		
PM Snacks	pax	29	P _____	P _____		
September 28, 2021 (Day 2)						
AM Snacks	pax	29	P _____	P _____		
Lunch	pax	29	P _____	P _____		
PM Snacks	pax	29	P _____	P _____		
September 29, 2021 (Day 3)						
AM Snacks	pax	29	P _____	P _____		
Lunch	pax	29	P _____	P _____		
PM Snacks	pax	29	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 3: Catering Services with free use of Venue/Function Room						
Activity: PhilSys Step 2 Registration Provincial Level Training September 30, 2021 (Day 1)						
AM Snacks	pax	37	P _____	P _____		
Lunch	pax	37	P _____	P _____		
PM Snacks	pax	37	P _____	P _____		
October 1, 2021 (Day 2)						
AM Snacks	pax	37	P _____	P _____		
Lunch	pax	37	P _____	P _____		
PM Snacks	pax	37	P _____	P _____		
October 2, 2021 (Day 3)						
AM Snacks	pax	37	P _____	P _____		
Lunch	pax	37	P _____	P _____		
PM Snacks	pax	37	P _____	P _____		
Specifications:						
CATERING SERVICES (MEAL AND SNACKS: Lunch, AM and PM snacks to be pre-selected by PSA Representative)	<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	Must be within Tandag City					
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 • 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 					
ADDITIONAL REQUIREMENT	<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" • Provision of one (1) function hall 					
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: _____