



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- Catering Services with Free Use of Venue for 2022 Commodity and Outlet Survey Third Level Training & 2021 ASPBI/2021 SICT Third Level Training.

Name of Project	General Administrative Support Service
Solicitation	SDS PR No. 2022-02-016; & SDS PR No. 2022-02-017
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: Php 43,200.00 Lot 2: Php 21,000.00
Date of Delivery	Lot 1: 'March 21-24, 2022 Lot 2: March 28, 2022 - April 1, 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 **March 11, 2022** at the Regional Statistical Services Office XIII, Freeman Building, J.C. Aquino Avenue, Butuan City.

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: 2022 Commodity and Outlet Survey Third Level Training						
Lot 1: (Catering Services with free use of Venue/Function Room)						
Date: March 21-24, 2022 (4 Days)						
Venue: Within Tandag City						
March 21, 2022 (Day 1)						
AM Snacks	pax	18	P _____	P _____		
Lunch	pax	18	P _____	P _____		
PM Snacks	pax	18	P _____	P _____		
March 22, 2022 (Day 2)						
AM Snacks	pax	18	P _____	P _____		
Lunch	pax	18	P _____	P _____		
PM Snacks	pax	18	P _____	P _____		
March 23, 2022 (Day 3)						
AM Snacks	pax	18	P _____	P _____		
Lunch	pax	18	P _____	P _____		
PM Snacks	pax	18	P _____	P _____		
March 24, 2022 (Day 4)						
AM Snacks	pax	18	P _____	P _____		
Lunch	pax	18	P _____	P _____		
PM Snacks	pax	18	P _____	P _____		
Specifications:						
CATERING SERVICES (MEALS AND SNACKS)	1) 1 Meal (lunch), AM Snacks and PM Snacks for 4 days • 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; 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					

VENUE/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 				
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • 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" 				
Activity: 2021 ASPBI/2021 SICT Third Level Training Lot 2: (Catering Services with free use of Venue/Function Room) Date: March 28- April 1 , 2022 (5 Days) Venue: Within Tandag City					
March 28, 2022 (Day 1)					
AM Snacks		pax	7	P _____	P _____
Lunch		pax	7	P _____	P _____
PM Snacks		pax	7	P _____	P _____
March 29, 2022 (Day 2)					
AM Snacks		pax	7	P _____	P _____
Lunch		pax	7	P _____	P _____
PM Snacks		pax	7	P _____	P _____
March 30, 2022 (Day 3)					
AM Snacks		pax	7	P _____	P _____
Lunch		pax	7	P _____	P _____
PM Snacks		pax	7	P _____	P _____
March 31, 2022 (Day 4)					
AM Snacks		pax	7	P _____	P _____
Lunch		pax	7	P _____	P _____
PM Snacks		pax	7	P _____	P _____
April 01, 2022 (Day 5)					
AM Snacks		pax	7	P _____	P _____
Lunch		pax	7	P _____	P _____
PM Snacks		pax	7	P _____	P _____
Specifications:	CATERING SERVICES (MEALS AND SNACKS) <ul style="list-style-type: none"> 1) 1 Meal (lunch), AM Snacks and PM Snacks for 4 days • 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; 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: <ul style="list-style-type: none"> 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 				
VENUE/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 				
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> • 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" 				
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: _____