



REQUEST FOR QUOTATION

The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, Small Value Procurement for Meals (Buffet Breakfast, Lunch & Dinner, AM/PM Snacks) in the conduct of Regional Data Review (RDR) on 16-19 April 2018.

Name of Project	Meals (Buffet Breakfast, Lunch & Dinner, AM/PM Snacks) in the conduct of Regional Data Review (RDR) on 17-20 April 2018
Solicitation (if posted at the PhilGEPs)	0700-2018-04-013
Purchase Request No.	0700-2018-04-028
Location	PSA-RSSO 7 Conference Room, Cebu City
Brief Description	Meals (Buffet Breakfast, Lunch & Dinner, AM/PM Snacks)
Quantity	Please refer to 2 nd page
Approved Budget for the Contract (ABC)	₱64,000.00
Contract Duration	16-19 April 2018
Date of Delivery	16-19 April 2018

Please quote your best price on the items listed below and submit personally your SEALED QUOTATION on or before 10 April 2018, 5:00 P.M through the address below or through email address (psa07.tbac@gmail.com):

Bids and Awards Committee (BAC)
 Philippine Statistics Authority – RSSO VII
 Gaisano Capital South Bldg, Colon St. Cebu City
 Attn.: Mr. Caylord D. Niala/ Ms. Ann Emilyn S. Eballe
 RBAC Secretariat
 Contact Nos.: (032)412-6794/254-0470

AURELIA M. CANDA
 BAC 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. The following documentary requirements must be submitted prior to payment:
 - Mayor's/Business Permit
 - PhilGEPs Registration Number/Certificate
 - Omnibus Sworn Statement
 - Income/Business Tax Return

Note: If the above-mentioned documents were already submitted except for the Omnibus Sworn Statement, re-submission may no longer be required unless a certain document has already expired.

4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The Lowest Calculated and Responsive Bidder shall be informed immediately.
7. Award of contract shall be made to the Lowest Calculated and Responsive Bidder and

that it complies with the specifications and other terms and conditions as stated in the RFQ.

8. 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.
9. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

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BID FORM

Please don't forget to check the **Compliance with Technical Specifications** column. Noncompliance will result to disqualification.

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)/ each	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specification s (please check)	
						YES	NO
Meals (Buffet Breakfast, Lunch & Dinner), AM/PM Snacks on:							
• 16 April 2018	pax	19	800.00			()	()
• 17 April 2018	pax	19	800.00			()	()
• 18 April 2018	pax	19	800.00			()	()
• 19 April 2018	pax	23	800.00			()	()
Menu:							
- Breakfast - at least 3 courses with dried fish, rice, dessert (fruits), appetizer						()	()
- Lunch & Dinner - at least 4 courses (including fish but not cream dory & vegetables), soup, rice, drinks (juice/softdrinks), dessert (fruits), appetizer						()	()
- AM/PM Snacks (native snacks)						()	()
Inclusions:							
- Free flowing coffee, tea , water						()	()
- Candies and mixed nuts						()	()
- Drinking water with dispenser						()	()
Note: Please attach menu upon submission of your bid/quotation.							

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 _____

TIN #: _____ *(Please specify if VAT or NON-VAT)*

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____