



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

Name of Project	Procurement of Catering Services and Accommodation with Food for the Regional Data Review for Survey on Costs and Returns of Palay Production on May 4-5, 2023 (Lots 1 and 2)
Solicitation	2023-04-053-SOCD
Location	PSA RSSOV
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 50,650.00
Contract Duration	May 4-6, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **8:00AM, May 2, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City.**


CECILLE A. BRIONES
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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit Permit
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
6. 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.
7. Terms of Payment shall be made through check payable to the supplier
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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
Procurement of Catering Services and Accommodation with Food for the Regional Data Review for Survey on Costs and Returns of Palay Production on May 4-5, 2023 (Lots 1 and 2)						
LOT 1 CATERING SERVICES				ABC-23, 450.00		
May 4, 2023						
Lunch	pax	17	P	P	()	()
PM Snacks	pax	17	P	P	()	()
Dinner	pax	10	P	P	()	()
May 5, 2023						
AM Snacks	pax	17	P	P	()	()
Lunch	pax	17	P	P	()	()
PM Snacks	pax	17	P	P	()	()
Dinner	pax	6	P	P	()	()
please see attached menu			Total	P		
				Total amount in words:		
LOT 2 ACCOMMODATION with Complimentary Breakfast				ABC-27, 200.00		
Check in May 4, Check-out -May 6, 2023 (2 days) 3 rooms (2-separate bed in a room)	pax	6	P	P	()	()
Check in May 4, Check-out -May 5, 2023 (1 day) 2 rooms (2-separate bed in a room)	pax	4	P	P	()	()
*menu for breakfast will be on chef's discretion			Total	P		
				Total amount in words:		
XXXXX						
For official use of PSA RSSO V						

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 and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

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

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit? Yes No

Philgeps Registration? Yes No

Printed Name and Signature of Convasser: _____

MENU TO BE SERVED

May 4–Thursday

LUNCH

Number of Pax: 17

- Monggo guisado with with dilis and malunggay
- Pork barbecue with toyomansi
- Embutido
- Steamed rice
- Leche Flan

PM SNACKS

Number of Pax: 17

- Cheesy Ensaymada
- Soda in Can

DINNER

Number of Pax: 10

- Onion soup
- Chopsuey
- Fried Chicken
- Steamed Rice
- Buko Pandan Salad

May 5 –Friday

AM SNACKS

Number of Pax: 17

- Potato Salad
- Chicken nuggets (2pcs)
- Pineapple juice

LUNCH

Number of Pax: 17

- Sinigang na baboy
- Adobong Pusit
- Laing
- Steamed rice
- Leche Flan

PM SNACKS

Number of Pax: 17

- Cheese burger with fries
- Soda in can

DINNER

Number of Pax: 6

- Wonton soup
- Ginisang mungo with ampalaya leaves
- Fried Pork chop w/atsara
- Steamed rice
- Creamy gelatin

Note: Flowing Coffee/3-in-1 for the entire duration of the training.

**Rice: No artificial flavouring/enhancer*

CATERING SERVICES AND ACCOMMODATION WITH FOOD FOR GUEST AND PARTICIPANTS
 Regional Data Review for Survey on Costs and Returns of Palay Production
 May 4-6, 2023
 (PREFERRED VENUE – ALBAY)

ACCOMMODATION

May 4 (check-in: 2:00PM) Check out: May 6, 2023

Number of Participants: Six (6)	Rooms	Capacity
	(3)	2-Separate Beds

May 4 (check-in: 2:00 PM) Check out: May 5, 2023

Number of Participants: Four (4)	Rooms	Capacity
	(2)	2-Separate Beds