



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office No. 6  
Iznart St., Iloilo City

**REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (033) 335-0316, 335-0907

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Negotiated Procurement under Section 53.90 (Small Value Procurement), for the procurement of Catering Service for the conduct of 2020 Census of Population and Housing (CPH) 4th Level Training at Calatrava (Batch 2) for PSA Negros Occidental Provincial Statistical Office. Details of the project is as follows:

<b>Name of Project</b>	Procurement of Catering Service for the conduct of 2020 CPH 4th Level Training at Calatrava (Batch 2) for PSA Negros Occidental PSO.
<b>Reference</b>	LR No. 2020-06-17
<b>Location</b>	Calatrava, Negros Occidental
<b>Brief Description</b>	Procurement of Catering Service for the conduct of 2020 CPH 4th Level Training at Calatrava (Batch 2) for PSA Negros Occidental PSO.
<b>Quantity</b>	Stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	Php 235,800.00
<b>Contract Duration</b>	August 17-22, 2020

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 A.M. of July 16, 2020 to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office No. 6, 2<sup>nd</sup> Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No.(033) 335-0316 or (033) 335-0907.

  
**WILLIAM G. JARO**  
BAC Chairperson

**Terms and Conditions:**

- 1 All entries must be **typewritten/printed legibly**. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
- 2 Late submission of quotation shall not be accepted.
- 3 Bids exceeding the ABC shall be disqualified.
- 4 Terms of payment shall be made through check payable to the supplier.
- 5 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 PhilGeps Registration, DTI/SEC registration, Municipal and business permit, current ITR, Omnibus Sworn Statement and sanitary permit.
- 6 Award of contract shall be made to the lowest quotation, and complies with specifications and other terms and conditions as stated in the RFQ.
- 7 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.
- 8 The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
- 9 No partial Quotation\Delivery.

**BID FORM**

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	<b>Catering Service for the conduct of 2020 CPH 4th Level Training at Calatrava (Batch 2) for PSA Negros Occidental. (August 17-22, 2020)</b>						
	<b>August 17, 2020</b>						
	AM Snacks	pax	100	75.00	7,500.00		
	Lunch	pax	100	300.00	30,000.00		
	PM Snacks	pax	100	75.00	7,500.00		
	<b>August 18, 2020</b>						
	AM Snacks	pax	100	75.00	7,500.00		
	Lunch	pax	100	300.00	30,000.00		
	PM Snacks	pax	100	75.00	7,500.00		
	<b>August 19, 2020</b>						
	AM Snacks	pax	100	75.00	7,500.00		
	Lunch	pax	100	300.00	30,000.00		
	PM Snacks	pax	100	75.00	7,500.00		
	<b>August 20, 2020</b>						
	AM Snacks	pax	100	75.00	7,500.00		
	Lunch	pax	100	300.00	30,000.00		
	PM Snacks	pax	100	75.00	7,500.00		
	<b>August 21, 2020</b>						
	AM Snacks	pax	100	75.00	7,500.00		
	Lunch	pax	100	300.00	30,000.00		
	PM Snacks	pax	100	75.00	7,500.00		
	<b>August 22, 2020</b>						
	AM Snacks	pax	24	75.00	1,800.00		
	Lunch	pax	24	300.00	7,200.00		
	PM Snacks	pax	24	75.00	1,800.00		
	Other Requirements: - Free flowing coffee - Provision for hot and cold drinking water - Buffet Lunch						
	<b>Total</b>				<b>235,800.00</b>		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/Signature/Position

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**TERM OF REFERENCE AND OTHER REQUIREMENTS:**

It must be a managed buffet for all the meal requirements. Meals should include **Lunch, and A M / PM Snacks** based on ABC, if applicable or required, for the whole duration of the training programs and activities:

1. Meal Inclusions:
  - Flowing coffee, hot chocolate and/or tea at the training venue for the entire duration of the training program. Water and coffee station/s with disposable paper cups for the participants.
  - Lunch inclusive of steamed rice, main course with at least three (3) viands, soup, salad or dessert and one (1) round of cold drinks/bottled water
  - AM/PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweets (pastries, cookies, etc.) and one (1) round of cold drinks/bottled water
  - Bidder shall submit list of food menu together with technical and financial documents (RFQ).
  - Provision of tables and chairs
2. The Service Provider shall guarantee the provision of at least two (2) qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean and appropriate uniform and Personal Protective Equipment (PPE).
3. Proper sanitation in accordance with law (under “Food Establishment” as stipulated in Presidential Decree No. 856) shall be observed at all times. The Provider shall guarantee that food is prepared in accordance with sanitation law and shall maintain safe and clean food, equipment and other facilities in the surrounding areas of the activity.
4. Safety. The Provider shall ensure that safety and minimum precautionary measures are observed, monitored and provided at all times.
5. Waste Management. The Provider shall manage wet and dry garbage properly and also place covered garbage disposal bins around the training venue. Hauling, transport and disposal of used utensils, plastic plates, plastic bottles and other waste materials shall be the Provider’s responsibility.
6. Right to Inspect. The PSA, together with designated personnel of the BAC-TWG, shall have the right to inspect if the services required during the training are being provided in order to monitor compliance with the agreement.
7. Reparation. Any damage to any of the facilities and equipment of the venue, directly or indirectly, caused by the external provider’s personnel shall be charged to the account of the Provider.
8. Grounds. In the event of, but not limited to, any acts of God, terrorist attack, fire, flood, civil commotion, Covid-19 Pandemic and any other cause or causes beyond reasonable control, the PSA shall have the right, power and privilege to terminate the agreement for any cause whatsoever without need of judicial action and the Provider hereby agrees to abide by the decision of the PSA.
9. This shall form an integral part of the Request for Quotation (RFQ) Form under the contract for the procurement of catering services for 2020CPH of PSA RSSO VI and its Provincial Offices.