



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

## REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: 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 Procurement (RO-BAC) will undertake an Alternative Mode of Procurement under Section 53.10 (LEase of Venue) for the "Procurement of Meals and Accommodation of PSRTI Officials and Staff for the conduct of Complimentary Training on Mastering Data Management: A Guide to Google Sheets and MS Excel for RSC VI members of PSA RSSO VI-SOCD" Details of the project are as follows:

<b>Name of Project</b>	Complimentary Training on Mastering Data Management: A Guide to Google Sheets and MS Excel for RSC VI members
<b>Reference</b>	PR 2024-0600-04-062
<b>Location</b>	Iloilo City
<b>Brief Description</b>	Procurement of Meals and Accommodation of PSRTI Officials and Staff for the conduct of Complimentary Training on Mastering Data Management: A Guide to Google Sheets and MS Excel for RSC VI members of PSA RSSO VI-SOCD
<b>Quantity</b>	As stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php 22,800.00</b>
<b>Contract Duration</b>	4 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 10:00 AM. of 26 April 2024 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, 2nd 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\Sub-TWG at Tel. No..(033) 335-0316 or (033) 335-0907.

  
**WILLIAM G. JARO**  
BAC Chairpewrson

### 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. Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
5. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
- 6 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.
7. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
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.

## 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)	Indicate Brand and Source of Goods (Local or Specify country of origin)
	Procurement of Meals and Accommodation of PSRTI Officials and Staff for the conduct of Complimentary Training on Mastering Data Management: A Guide to Google Sheets and MS Excel for RSC VI members of PSA RSSO VI-SOCD  May 6, 2024 (Check-In) Dinner Lodging (with free breakfast)  May 7, 2024 Complimentary Breakfast Dinner Lodging (with free breakfast)  May 8, 2024 Complimentary Breakfast Dinner Lodging (with free breakfast)  May 9, 2024 Complimentary Breakfast Dinner Lodging (with free breakfast)  May 10, 2024 (Check out) Complimentary Breakfast  Participants: 3 PSRTI official and staff  Condition: 2 Main course, vegetable/soup, dessert, rice, chilled juice/soda for dinner. with strong wifi connection in the room with iron in the room free use of amenities of the hotel	  pax pax  pax pax pax  pax pax pax  pax pax pax  pax  pax	  3 3  3 3 3  3 3 3  3 3 3  3	  400 1500  400 400 1500  400 400 1500  400 400 1500  400	  1,200.00 4,500.00  1,200.00 1,200.00 4,500.00  1,200.00 1,200.00 4,500.00  1,200.00 1,200.00 4,500.00  400			
<b>TOTAL =</b>					<b>22,800.00</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

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

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

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

\_\_\_\_\_  
Address

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

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