



REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) RSSO VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.10 (Lease of Real Property and Venue) for the "Procurement of Lease of Venue, Meals and Accommodation for the conduct of 3rd Regional Midyear Convention on Civil Registration of Local Civil Registrars and Staff in Western Visayas on 17-19 July 2024 in San Jose Antique. Details of the project is as follows:

Name of Project	Procurement of Meals and Accommodation for the conduct of 3rd Regional Midyear Convention on Civil Registration of Local Civil Registrars and Staff in Western Visayas on 17-19 July 2024 in San Jose Antique.
Reference	PR No. 2024-0600-05-079
Location	RSSO VI
Brief Description	Procurement of Lease of Venue, Meals and Accommodation for the conduct of 3rd Regional Midyear Convention on Civil Registration of Local Civil Registrars and Staff in Western Visayas.
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 416,000.00
Contract Duration	5 Days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 1:00 P.M. of 11 June 2024 to be opened on the same day at 1:30 P.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) 335-0907.


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. 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. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar days after the opening of bids or during post qualification:
a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus sworn Statement (if applicable)
7. Please submit Food Menu together with this RFQ.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. 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)	
Lot 1	Procurement of Meals and Accommodation for the conduct of 3rd Regional Midyear Convention on Civil Registration of Local Civil Registrars and Staff in Western Visayas on 17-19 July 2024 in San Jose Antique.							
	16 July 2024							
		Check-in						
		Lodging (Check-in)	pax	25	1,200.00	30,000.00		
	17 July 2024							
		Complimentary Breakfast	pax	25				
		A.M. Snacks	pax	160	100.00	16,000.00		
		Lunch	pax	160	400.00	64,000.00		
		P. M. Snacks	pax	160	100.00	16,000.00		
		Dinner	pax	160	400.00	64,000.00		
		Lodging (Check-in)	pax	160	1,200.00	192,000.00		
	18 July 2024							
		Complimentary Breakfast	pax	160				
		Lodging	pax	25	1,200.00	30,000.00		
	19 July 2024							
		Complimentary Breakfast	pax	25				
		Dinner	pax	4	400.00	1,600.00		
		Lodging	pax	2	1,200.00	2,400.00		
	20 July 2024							
		Check-out	pax					
		Complimentary Breakfast	pax	2				
	Participants:							
		3 PSA Central Office Resource Persons						
		1 Resource Persons Outside PSA						
		17 PSA RSSO 6 Personnel & Secretariat						
	7 IACCRVS Member Agency							
	133 LCRO Personnel in Western Visayas							
	160 Total							
Conditions:								
	With complimentary breakfast							
	Buffet Lunch includes: 1 Appetizer, 2-3 Main Dish, 1 Side Dish, 1 Soup, 1 Dessert, Fruits, Soda and/or Canned Juice and Rice							
	Free use of (1) one well lighted and air-conditioned function room with tables and chairs with at least 160-200 pax							
	Fast and Stable Wi-Fi/Internet connection at the function room							
	Provision of two (2) projectors with electricity							
	Free use of at least three (3) microphones, audio system and 2 (two) wide screen at the function room							
	Free Flowing Tea/Coffee at the function room							
	Use of Styrofoam and Single-use Plastics are prohibited							
TOTAL					416,000.00			

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: _____