



REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.9 Small Value Procurement of "Catering Services for the 3rd Quarter 2024 Inter-Agency Committee on Civil Registration and Vital Statistics (IACCRVS) Meeting on 28 August 2024 at the Conference Room of PSA RSSO VI" Details of the project is as follows:

Name of Project	Procurement of catering services for the 3rd Quarter 2024 Inter-Agency Committee on Civil Registration and Vital Statistics (IACCRVS) Meeting. Date: 28 August 2024 Place: Conference Room of PSA RSSO VI
Reference	PR No. 2024-0600-08-127
Location	Conference Room of PSA RSSO VI, Iloilo City
Brief Description	Procurement of Catering Services (PM Snacks) for the 3rd Quarter 2024 IACCRVS Meeting.
Quantity	Snacks good for 31 individuals
Approved Budget for the Contract (ABC)	Php 6,200.00
Contract Duration	One day (28 August 2024)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than **12:00 P.M. of August 20, 2024** to be opened on the same day at 01:30 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) 335-0316 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. 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 catering services for the 3rd Quarter 2024 Inter-Agency Committee on Civil Registration and Vital Statistics (IACCRVS) Meeting. Date: 28 August 2024 Place: Conference Room of PSA RSSO VI							
	PM snacks good for 31 persons		31	200.00	6,200.00			
	Amenities & Other Requirements: Heavy snacks with drinks & bottled water Note: Food service and packaging shall be in compliance with the Office MEMO No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Phil. Statistics Authority Meetings, Events and Other Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.							
TOTAL =					6,200.00			

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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____