



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 (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Catering Services for the conduct of the 3rd and Final General Assembly Meeting for the 35th National Statistics Month of SOCD, PSA RSSO VI, Iloilo City" Details of the project is as follows:

Name of Project	Procurement of Catering Services for the conduct of the 3rd and Final General Assembly Meeting for the 35th National Statistics Month of SOCD, PSA RSSO VI, Iloilo City.	
Reference	PR No. 2024-0600-09-151	
Location	Iloilo City	
Brief Description	Procurement of Catering Services for the conduct of the 3rd and Final General Assembly Meeting for the 35th National Statistics Month of SOCD, PSA RSSO VI, Iloilo City.	
Quantity	As stated in the bid form	
Approved Budget for the Contract (ABC)	Php	18,000.00
Contract Duration	24 September 2024	

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 September , 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)
	<p>Procurement of Catering Services for the conduct of the 3rd and Final General Assembly Meeting for the 35th National Statistics Month of SOCD, PSA RSO VI, Iloilo City.</p> <p style="text-align: center;"><b>24 September 2024</b></p> <p>Lunch</p> <p><i>Participants</i> 60 pax (36 RSC members, 20 non-RSC members and 4 RSC/NSM secretariat)</p> <p><b>Note:</b> <i>Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled "Guidelines on the Procurement of Meals and Catering Services for PSA 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".</i></p>	pax	60	300.00	18,000.00			
<b>TOTAL =</b>					<b>18,000.00</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: \_\_\_\_\_