



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) 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 Service for the conduct of 2024 Internal Quality Management System Audit for PSA Regional Statistical Services Office 6 Regional." Details of the project is as follows:

Name of Project	Procurement of Catering Service for the conduct of 2024 Internal Quality Management System Audit for PSA RSSO 06.
Reference	PR No. 2024-0600-10-156
Location	Iloilo City
Brief Description	Catering Service for the conduct of 2024 Internal Quality Management System Audit for PSA RSSO 06.
Quantity	52 pax
Approved Budget for the Contract (ABC)	Php 28,080.00
Contract Duration	1 day (October 11, 2024)

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 October 8, 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, 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. 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)
	Catering Service for the conduct of the 2024 Internal Quality Management System Audit for PSA RSSO 06. October 11, 2024						
	AM Snacks	pax	52	120.00	6,240.00		
	Lunch	pax	52	300.00	15,600.00		
	PM Snacks	pax	52	120.00	6,240.00		
	<i>Participants:</i> 52 pax (51 PSA RSSO 6 Auditees / Personnel, 1 Internal Auditor)						
	Condition: - Free Flowing Tea/Coffee Specs for AM & PM Snacks - Packaging: Recyclable (e.g. carton or paper-made material, wooden spoon & fork, paper cups, paper straws) Specs for Lunch - Buffet style catering service: Reusable plates, mugs and cutlery - Submit Food Menu together with RFQ						
TOTAL =							

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: _____