



**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 (BAC) will undertake Negotiated Procurement under Section 53.10, for the "Procurement of Venue, Meals and Accommodation for the conduct of 2025 Year-End Assessment and Division Planning Workshop (DPW) of PSA Regional Statistical Services Office 6." Details of the project is as follows:

<b>Name of Project</b>	Procurement of Venue, Meals and Accommodation for the conduct of 2025 Year-End Assessment and Division Planning Workshop (DPW) of PSA RSSO 06.
<b>Reference</b>	PR No. 2024-0600-11-213
<b>Location</b>	Iloilo City
<b>Brief Description</b>	Venue, Meals and Accommodation for the conduct of 2025 Year-End Assessment and Division Planning Workshop (DPW) of PSA RSSO 06.
<b>Quantity</b>	43 pax
<b>Approved Budget for the Contract (ABC)</b>	Php 240,800.00
<b>Contract Duration</b>	two (2) days and two (2) nights (December 16-17, 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 December 5, 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)
	<b>Venue, Meals and Accommodation for the conduct of 2025 Year-End Assessment and Division Planning Workshop (DPW) of PSA RSSO 06. December 16-17, 2024</b>  <b>December 16, 2024</b> AM Snacks pax 43 150.00 6,450.00 Lunch pax 43 400.00 17,200.00 PM Snacks 43 150.00 6,450.00 Dinner pax 43 400.00 17,200.00 Lodging (double/triple sharing with complimentary breakfast) pax 43 1,700.00 73,100.00 <b>December 17, 2024</b> AM Snacks pax 43 150.00 6,450.00 Lunch pax 43 400.00 17,200.00 PM Snacks pax 43 150.00 6,450.00 Dinner 43 400.00 17,200.00 Lodging (double/triple sharing with complimentary breakfast) pax 43 1,700.00 73,100.00 <b>December 18, 2024</b> Complimentary Breakfast - 43 - - Check-out  <i>Participants:</i> 43 pax (5-ORD, 20-CRASD, 18-SOCD)  Condition: Free Flowing Tea/Coffee  Lunch & Dinner - Buffet and Includes 2 Main Dish, 1 Appetizer, 1 Soup, Dessert, Rice and Drinks  Submit Food Menu together with RFQ Free use of function room that can accommodate 43 pax Provision for projector and screen provision for sound system and at least four (4) microphones with strong wifi connection at the venue and rooms						
<b>TOTAL =</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: \_\_\_\_\_