



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Aklan Provincial Statistical Office
Kalibo, Aklan

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

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Aklan Provincial Statistical Office 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 Meals for the conduct of 2024 Civil Registration Quiz in the celebration of 34th Civil Registration Month" Details of the project is as follows:

Name of Project	Procurement of Meals for the conduct of 2024 Civil Registration Quiz in the celebration of 34th Civil Registration Month
Reference	PR No: 2024-0604-01-014
Location	Aklan
Brief Description	Procurement of Meals for the conduct of 2024 Civil Registration Quiz in the celebration of 34th Civil Registration Month
Quantity	2 lots
Approved Budget for the Contract (ABC)	PHP 8,700.00
Contract Duration	February 23, 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 AM. of February 23, 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 Aklan Provincial Statistical Office, Kalibo, Aklan. 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 (036) 268-9217 or (036) 268-3373.


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)	
	Procurement of Meals for the conduct of 2024 Civil Registration Quiz in the celebration of 34th Civil Registration Month February 23, 2024							
	AM Snacks, for 17 pax, @150.00 each	lot	1	2,550.00	2,550.00			
	PM Snacks, for 41 pax @150.00 each	lot	1	6,150.00	6,150.00			
Participants: For AM (1 PSO, 16 PSA Aklan personnel) For PM (1 PSO, 34 MCRs and LCRO staff, and 6 technical staff)								
Conditions: *Request for Menu: Three main course: Fish/Beef, Pork or Chicken Vegetables/Fruits/dessert/juice Drink * with free flowing coffee								
Specs for AM/PM Snacks: Packaging: Recyclable (e.g. carton or paper-made material, wooden spoon and fork, paper cups, paper straws)								
Specs for Breakfast/Lunch/Dinner: Buffet style catering service: Reusable plates, mugs and cutlery								
Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guideline on the Procurement of Meals and Catering Services for Philippine 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 =								

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: _____