



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 (Catering Services) for the "Procurement and Delivery of Catering Services in connection with the Conduct of AgStat 2024 2nd Quarter Provincial Level Training of PSA Aklan PSO" Details of the project is as follows:

Name of Project	AgStat (CrPS, CLPS/BLPS, RCSS H & C and PCPS)
Reference	PR No: 2024-0604-05-040
Location	Aklan
Brief Description	Procurement and Delivery of Catering Services in connection with the Conduct of AgStat 2024 2nd Quarter Provincial Level Training of PSA Aklan PSO
Quantity	as stated in the bid form
Approved Budget for the Contract (ABC)	PHP 45,360.00
Contract Duration	June 11-12, 2024; June 13-14 and 24-26, 2024; June 27, 2024 and June 28-29, 2024 (10 days)

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 May 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)		
Lot 1	Procurement of and Delivery of Catering Services in connection with the Conduct of AgStat 2024 2nd Quarter Provincial Level Training of PSA Aklan PSO AgStat - Crops Production Survey (CrPS) June 11-12, 2024 (2 days) June 11, 2024 AM Snacks Buffet Lunch PM Snacks June 12, 2024 AM Snacks Buffet Lunch PM Snacks								
		pax	9	120.00	1,080.00				
		pax	9	300.00	2,700.00				
		pax	9	120.00	1,080.00				
		pax	9	120.00	1,080.00				
		pax	9	300.00	2,700.00				
		pax	9	120.00	1,080.00				
		Sub-Total				9,720.00			
		<i>Participants: 1 CSS, 1 Focal, 1 COSW, 6 Statistical Researchers</i>							
		Lot 2	AgStat - Commercial Livestock & Poultry Survey (CLPS) June 13-14, 2024 (2 days) June 13, 2024 AM Snacks Buffet Lunch PM Snacks June 14, 2024 AM Snacks Buffet Lunch PM Snacks						
pax	3			120.00	360.00				
pax	3			300.00	900.00				
pax	3			120.00	360.00				
pax	3			120.00	360.00				
pax	3			300.00	900.00				
pax	3			120.00	360.00				
Sub-Total					3,240.00				
<i>Participants: 1 CSS, 1 Focal, 1 Statistical Researcher</i>									
Lot 3	AgStat - Backyard Livestock & Poultry Survey (BLPS) June 24-26, 2024 (3 days) June 24, 2024 AM Snacks Buffet Lunch PM Snacks June 25, 2024 AM Snacks Buffet Lunch PM Snacks June 26, 2024 AM Snacks Buffet Lunch PM Snacks								
		pax	7	120.00	840.00				
		pax	7	300.00	2,100.00				
		pax	7	120.00	840.00				
		pax	7	120.00	840.00				
		pax	7	300.00	2,100.00				
		pax	7	120.00	840.00				
		pax	7	120.00	840.00				
		pax	7	300.00	2,100.00				
		pax	7	120.00	840.00				
Sub-Total				11,340.00					
<i>Participants: 1 CSS, 1 Focal, 5 Statistical Researcher</i>									

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
Lot 4	AgStat - Rice and Corn Stocks Survey H & C June 27, 2024 (1 day)						
	June 27, 2024 (RCSS H & C)						
	AM Snacks	pax	13	120.00	1,560.00		
	Buffet Lunch	pax	13	300.00	3,900.00		
	PM Snacks	pax	13	120.00	1,560.00		
			Sub-Total		7,020.00		
<i>Participants: 1 CSS, 1 SSS, 1 Focal, 10 Statistical Researcher</i>							
Lot 5	AgStat - Palay and Corn Production Survey (PCPS) June 28-29, 2024 (2 days)						
	June 28, 2024 (PPS)						
	AM Snacks	pax	13	120.00	1,560.00		
	Buffet Lunch	pax	13	300.00	3,900.00		
	PM Snacks	pax	13	120.00	1,560.00		
			Sub-Total		14,040.00		
<i>Participants: 1 CSS, 1 SSS, 1 Focal, 10 Statistical Researcher</i>							
	<p>Specs for AM/PM Snacks Packaging : Recyclable (e.g., carton or paper-made material, wooden spoon and fork paper cups, paper straws)</p> <p>Specs for Lunch Buffet style catering service: Reusable plates, mugs and cutlery</p> <p>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.</p> <p>Condition: - with free flowing coffee - *request for Menu for meals 2 Main course, Vegetables/Soup, Dessert, Rice Meals for lunch should be variations of meat, fish and vegetable dishes Canned Juice or Packable Juices</p>						
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: _____