



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 53.10 (Lease of Real Property and Venue) for the "Procurement of Lease of Venue, Meals and Room Accommodation for the Conduct of 2024 Mid-Year Review Sessions of PSA Aklan PSO" Details of the project is as follows:

<b>Name of Project</b>	2024 Mid-Year Review Sessions
<b>Reference</b>	PR No: 2024-0604-07-065
<b>Location</b>	Aklan
<b>Brief Description</b>	Procurement of Lease of Venue, Meals and Room Accommodation for the Conduct of 2024 Mid-Year Review Sessions of PSA Aklan PSO
<b>Quantity</b>	26 pax
<b>Approved Budget for the Contract (ABC)</b>	PHP 153,300.00
<b>Contract Duration</b>	July 25-27, 2024, 2023 (3 days & 2 nights)

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 **July 11, 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)
	<b>Procurement of Lease of Venue, Meals and Accommodation for the conduct of 2024 Mid-Year Review Sessions of PSA Aklan PSO July 25-27, 2024 (3 days &amp; 2 nights)</b>						
	<b>July 25, 2024 (Check-in)</b>						
	Accommodation (double sharing for 2 nights)	room	3	2,800.00	16,800.00		
	Accommodation (triple sharing for 2 nights)	room	7	3,900.00	54,600.00		
	AM Snacks	pax	26	150.00	3,900.00		
	Buffet Lunch	pax	26	450.00	11,700.00		
	PM Snacks	pax	26	150.00	3,900.00		
	Buffet Dinner	pax	26	450.00	11,700.00		
	<b>July 26, 2024</b>						
	Complimentary Breakfast	pax	26	-	-		
	AM Snacks	pax	26	150.00	3,900.00		
	Buffet Lunch	pax	26	450.00	11,700.00		
	PM Snacks	pax	26	150.00	3,900.00		
	Buffet Dinner	pax	26	450.00	11,700.00		
	<b>July 27, 2024 (Check-out)</b>						
	Complimentary Breakfast	pax	26	-	-		
	AM Snacks	pax	26	150.00	3,900.00		
	Buffet Lunch	pax	26	450.00	11,700.00		
	PM Snacks	pax	26	150.00	3,900.00		
	<b>Participants: 14 Regular Staff, 2 Contractuals, 10 COSWs</b>						
	<b>Conditions: Request for Menu</b>						
	Vegetables/Fruits/Dessert/Juice Drink						
	* with free flowing coffee						
	* Lunch is Buffet and includes 3 Main Dishes:						
	Fish/Beef/Pork or Chicken, Vegetables, Soup, Dessert and Rice						
	* Drinks: Bottled water/Juice						
	* with high internet connections in Function and Rooms						
	* use of two (2) projectors and projector screen, 2 microphones. with audio video system						
	* free toiletries and drinking water						
	<b>Specs for AM/PM Snacks</b>						
	Packaging : Recyclable (e.g., carton or paper-made material, wooden spoon and fork paper cups, paper straws						
	<b>Specs for Lunch</b>						
	Buffet style catering service: Reusable plates, mugs and cutlery						
	Note: Food service and packaging shall be in compliance with the Office MEMO No. 2023-178, entitled <b>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.</b>						
<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

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company

Tel. No.: \_\_\_\_\_

\_\_\_\_\_  
Address

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_