



**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 "Accommodation and Meals of Auditors in relation to the conduct of Quality Management System (QMS) Internal Audit of PSA Aklan PSO" Details of the project is as follows:

<b>Name of Project</b>	Quality Management System (QMS) Internal Audit
<b>Reference</b>	PR No: 2024-0604-10-088
<b>Location</b>	Aklan
<b>Brief Description</b>	Accommodation and Meals of Auditors in relation to the conduct of Quality Management System (QMS) Internal Audit of PSA Aklan PSO
<b>Quantity</b>	as stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	PHP 7,200.00
<b>Contract Duration</b>	October 23-24, 2024 (1 night and 2 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 **October 17, 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	Accommodation and Meals of Auditors in relation to the conduct of Quality Management System (QMS) Internal Audit of PSA Aklan PSO October 23–24, 2024 (1 night and 2 days)						
	October 23, 2024 (day 1) - Check In Accommodation, double-sharing	room	2	3,000.00	6,000.00		
	Dinner	pax	4	300.00	1,200.00		
	October 24, 2024 (day 2) - Check Out Complimentary Breakfast						
	<b>TOTAL</b>					<b>7,200.00</b>	
Participants: 1 CSS, 2 Auditors and staff							
<b>Conditions:</b> With free toiletries With Complimentary breakfast With free coffee/tea/water in rooms Free use of Wifi							
<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: \_\_\_\_\_