



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, Accommodation and Meals for the Conduct of 2024 Year-end Management Review and 2025 Provincial Planning Workshop of PSA Aklan PSO" Details of the project is as follows:

Name of Project	2024 Year-end Management Review and 2025 Provincial Planning Workshop
Reference	PR No: 2024-0604-11-101
Location	Aklan
Brief Description	Lease of Venue, Accommodation and Meals for the conduct of 2024 Year-end Management Review and 2025 Provincial Planning Workshop of PSA Aklan PSO
Quantity	as stated in the bid form
Approved Budget for the Contract (ABC)	PHP 152,200.00
Contract Duration	December 11-13, 2024 (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 **December 15, 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)
	Lease of Venue, Accommodation and Meals for the conduct of 2024 Year-end Management Review and 2025 Provincial Planning Workshop of PSA Aklan PSO December 11-13, 2024 (3 days and 2 nights) December 11, 2024 (day 1, check-in) Accommodation (double sharing) room 3 3,000.00 9,000.00 Accommodation (triple sharing) room 7 4,200.00 29,400.00 AM Snacks pax 26 150.00 3,900.00 Buffet Lunch pax 26 400.00 10,400.00 PM Snacks pax 26 150.00 3,900.00 Buffet Dinner pax 26 400.00 10,400.00 December 12, 2024 (day 2) Accommodation (double sharing) room 3 3,000.00 9,000.00 Accommodation (triple sharing) room 7 4,200.00 29,400.00 Complimentary Breakfast pax 26 - - AM Snacks pax 26 150.00 3,900.00 Buffet Lunch pax 26 400.00 10,400.00 PM Snacks pax 26 150.00 3,900.00 Buffet Dinner pax 26 400.00 10,400.00 December 13, 2024 (day 3, check-out) Complimentary Breakfast pax 26 - - AM Snacks pax 26 150.00 3,900.00 Buffet Lunch pax 26 400.00 10,400.00 PM Snacks pax 26 150.00 3,900.00 Participants: 26 participants (13 regular staff, 2 coterminous, 6 regular COSWs, 5 project-based COSWs) Conditions: With free toiletries With Complimentary breakfast With free coffee/tea/water in rooms Free use of Wifi Provision of function hall Free use of audio-visual equipment Provision of at least 2 microphones and sound system * 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: _____

Tel. No.: _____

Name of Company

Fax No: _____

Address

Email Address: _____