



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

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Antique 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 for the conduct of 2024 POPCEN - CBMS Barangay Profile Questionnaire Orientation and 2nd MCCB Convening in the municipality of Valderrama for PSA Antique PSO." Details of the project is as follows:

| | |
|---|--|
| Name of Project | 2024 POPCEN - CBMS Barangay Profile Questionnaire Orientation and 2nd MCCB Convening in the municipality of Valderrama for PSA Antique PSO. |
| Reference | PR No. 2024-0606-05-035 |
| Location | San Jose, Antique |
| Brief Description | Procurement and Delivery of Catering Services for the conduct of 2024 POPCEN - CBMS Barangay Profile Questionnaire Orientation and 2nd MCCB Convening in the municipality of Valderrama for PSA Antique PSO. |
| Quantity | As stated in the bid form |
| Approved Budget for the Contract (ABC) | Php 14,340.00 |
| Contract Duration | 1 day |

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than _____ of _____ 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 Antique Provincial Statistical Office, 2/F Eagle's Building, Bantayan Road, San Jose, Antique. 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. (033)-335-0316 or (033)-3350907.


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.
 - a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus Sworn Statement (if applicable)
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 | <p>Procurement of Catering Services for the conduct of 2024 POPCEN - CBMS Barangay Profile Questionnaire Orientation and 2nd MCCB Convening in the municipality of Valderrama for PSA Antique PSO.</p> <p>2024 POPCEN - CBMS Barangay Profile Questionnaire Orientation and 2nd MCCB Convening May 22, 2024 May 22, 2024</p> <p>A.M. Snacks Lunch P.M. Snacks</p> <p>Participants: 27 pax = A.M. - Barangay Chairpersons/Barangay Secretary, LGU Personnel & 4 PSA Personnel and 25 pax = P.M. - Municipal CBMS Coordinating Board members and PSA personnel Condition: * Free Flowing Tea/Coffee, Lunch can be buffet or packed and Includes Main Dish, Appetizer, Soup, Rice and Drinks *Use of ecologically sustainable product or packaging materials. *No one-time use plastic. *Preferably no toasted/garlic bread Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled "Guidelines on the Procurement of Meals and Catering Services for PSA 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> | pax pax pax | 27 27 25 | 120.00 300.00 120.00 | 3,240.00 8,100.00 3,000.00 | | |
| 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

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____