# Republic of the Philippines PHILIPPINE STATISTICS AUTHORITY Capiz Provincial Statistical Office

Capiz Provincial Statistical Office Magallanes St., Roxas City, Capiz

### **REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (036) 621-0127/621-5963

## REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Capiz 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 Meals and Venue for the 2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) Household Data Collection and Geotagging Municipal Level Training in Jamindan of Capiz Provincial Statistical Office - 1st Batch." Details of the project is as follows:

Name of Project	2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) Household Data Collection and Geotagging Municipal Level Training in Jamindan of Capiz Provincial Statistical Office - 1st Batch
Reference	PR No. 2024-0619-06-038
Location	Capiz
Brief Description	Procurement of Meals and Venue for 2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) Household Data Collection and Geotagging Provincial Level Training in Jamindan of Capiz Provincial Statistical Office - 1st Batch
Quantity	42 pax
Approved Budget for the Contract (ABC)	P131,400.00
Contract Duration	July 1-6, 2024

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 1:00 PM of June 20, 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 <u>Capiz Provincial Statistical Office</u>, <u>Magallanes St.</u>, <u>Roxas City</u>, <u>Capiz</u>. 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. <u>(036) 621-0127</u> or <u>621-5963</u>.

WILLIAM G. JAR BAC Chairpewrson

### **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)
	Procurement of Meals and Venue for 2024 Census of Population and Community-Based Monitoring System (POPCEN-CBMS) Household Data Collection and Geotagging Provincial Level Training in Jamindan of Capiz Provincial Statistical Office - 1st Batch						
	Date: July 1-6, 2024						
	July 1, 2024						
	AM Snacks	pax	42	120.00	5,040.00		
	Lunch PM Snacks	pax pax	42 42	360.00 120.00	15,120.00 5,040.00		
	July 2, 2024						
	AM Snacks	pax	42	120.00	5,040.00		
	Lunch	pax	42	360.00	15,120.00		
	PM Snacks	pax	42	120.00	5,040.00		
	July 3, 2024						
	AM Snacks	pax	42	120.00	5,040.00		
	Lunch	pax	42	360.00	15,120.00		
	PM Snacks	pax	42	120.00	5,040.00		
	July 4, 2024						
	AM Snacks	pax	41	120.00	4,920.00		
	Lunch	pax	41	360.00	14,760.00		
	PM Snacks	pax	41	120.00	4,920.00		
	July 5, 2024						
	AM Snacks	pax	41	120.00	4,920.00		
	Lunch	pax	41	360.00	14,760.00		
	PM Snacks	pax	41	120.00	4,920.00		
	July 6, 2024						
	AM Snacks	pax	11	120.00	1,320.00		
	Lunch	pax	11	360.00	3,960.00		
	PM Snacks	pax	11	120.00	1,320.00		
	Participants: 42 pax (3 PSA Capiz personnel, 2 LGU personnel, 1 DILG personnel, 1 CAS, 5 TS, 30 EN) Note: The volunteer trainer will attend on the first 3 days of the Municipal Level Training						
	Condition:						
	* Free use of function room that can accommodate 42						
	pax						
	*Free use of wifi and audio						
	*Lunch is Buffet and includes 3 main dishes, appetizer,						
	soup, rice and drinks						
	*Free Flowing Tea/Coffee  * Submit Food Menu together with RFQ						
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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".						
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fter having carefully read and accepted your Terms and Con Printed Name/Signature/Position	nditions. I/\	We quote	you on the	Date:	d above.	
	nditions. I/N	We quote	you on the	Date:	d above.	
Printed Name/Signature/Position	nditions. I/\	We quote	e you on the	Date:  Tel. No.:  Fax No:	d above.	