



**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 53.9 (Small Value Procurement) for the "Procurement of Catering Services for Monthly 2024 Labor Force Survey (August, September, November and December) 3rd Level Training of PSA Capiz Provincial Statistical Office ." Details of the project is as follows:

<b>Name of Project</b>	Monthly 2024 Labor Force Survey (August, September, November and December) 3rd Level Training of PSA Capiz Provincial Statistical Office
<b>Reference</b>	PR No. 2024-0619-07-058
<b>Location</b>	Capiz
<b>Brief Description</b>	Procurement of Catering Services for Monthly 2024 Labor Force Survey (August, September, November and December) 3rd Level Training of PSA Capiz Provincial Statistical Office
<b>Quantity</b>	As stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	P21,600 .00
<b>Contract Duration</b>	August 6-7, 2024 , September 6-7, 2024, November 6-7, 2024, December 5-6, 2024

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 Capiz Provincial Statistical Office, Magallanes St., Roxas City, Capiz. 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) 621-0127 or 621-5963.

  
**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	<b>Procurement of Catering Services for Monthly 2024 Labor Force Survey (August, September, November and December) 3rd Level Training of PSA Capiz Provincial Statistical Office</b>							
	<b>August Labor Force 3rd Level Training</b>							
	<b>August 6-7, 2024</b>							
	August 6, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	August 7, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	<b>Participants:</b> 5 pax = (1 OIC, 1 SS II/FP, 2 Statistical Researchers, 1 COSW)							
							<b>Sub Total</b>	
	<b>September Labor Force 3rd Level Training</b>							
	<b>September 5-6, 2024</b>							
	September 5, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	September 6, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	<b>Participants:</b> 5 pax = (1 OIC, 1 SS II/FP, 2 Statistical Researchers, 1 COSW)							
							<b>Sub Total</b>	
	<b>November Labor Force 3rd Level Training</b>							
	<b>November 6-7, 2024</b>							
	November 6, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	November 7, 2024							
		AM Snacks	pax	5	120.00	600.00		
		Lunch	pax	5	300.00	1,500.00		
		PM Snacks	pax	5	120.00	600.00		
	<b>Participants:</b> 5 pax = (1 OIC, 1 SS II/FP, 2 Statistical Researchers, 1 COSW)							
							<b>Sub Total</b>	
	<b>December Labor Force 3rd Level Training</b>							
	<b>December 5-6, 2024</b>							
	December 5, 2024							
	AM Snacks	pax	5	120.00	600.00			
	Lunch	pax	5	300.00	1,500.00			
	PM Snacks	pax	5	120.00	600.00			
December 6, 2024								
	AM Snacks	pax	5	120.00	600.00			
	Lunch	pax	5	300.00	1,500.00			
	PM Snacks	pax	5	120.00	600.00			
<b>Participants:</b> 5 pax = (1 OIC, 1 SS II/FP, 2 Statistical Researchers, 1 COSW)								
						<b>Sub Total</b>		

<p><b>Condition:</b>  * Free Flowing Tea/Coffee, Lunch is Buffet and includes 3 main dishes, appetizer, soup, rice and drinks  * Submit Food Menu together with RFQ</p> <p><b>Note:</b>  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>								
<b>GRAND 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: \_\_\_\_\_