



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
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 Lease of Venue, Meals and Accommodation for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) 3rd Level Training of Capiz Provincial Statistical Office." Details of the project is as follows:

<b>Name of Project</b>	2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)
<b>Reference</b>	PR No. 2024-0619-09-067
<b>Location</b>	Capiz
<b>Brief Description</b>	Procurement of Lease of Venue, Meals and Accommodation for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) 3rd Level Training of Capiz Provincial Statistical Office
<b>Quantity</b>	46 pax
<b>Approved Budget for the Contract (ABC)</b>	P340,500.00
<b>Contract Duration</b>	September 23-27, 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)
	<p><b>Procurement of Lease of Venue, Meals and Accommodation for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) 3rd Level Training of Capiz Provincial Statistical Office</b></p> <p><b>Date: September 23-27, 2024 (4 nights and 5 days)</b></p> <p><b>September 23, 2024 Check In)</b></p> <p>AM Snacks                                      pax                                      46                                      150.00                                  6,900.00</p> <p>Lunch    pax                                      46                                      450.00                                  20,700.00</p> <p>PM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Dinner                                         pax                                      24                                      450.00                                  10,800.00</p> <p>Lodging (Triple Sharing with free breakfast)                                      room                                      6                                      3,800.00                                  22,800.00</p> <p>Lodging (Double Sharing with free breakfast)                                      room                                      3                                      2,800.00                                  8,400.00</p> <p><b>September 24, 2024</b></p> <p>AM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Lunch    pax                                      46                                      450.00                                  20,700.00</p> <p>PM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Dinner                                         pax                                      24                                      450.00                                  10,800.00</p> <p>Lodging (Triple Sharing with free breakfast)                                      room                                      6                                      3,800.00                                  22,800.00</p> <p>Lodging (Double Sharing with free breakfast)                                      room                                      3                                      2,800.00                                  8,400.00</p> <p><b>September 25, 2024</b></p> <p>AM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Lunch    pax                                      46                                      450.00                                  20,700.00</p> <p>PM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Dinner                                         pax                                      24                                      450.00                                  10,800.00</p> <p>Lodging (Triple Sharing with free breakfast)                                      room                                      6                                      3,800.00                                  22,800.00</p> <p>Lodging (Double Sharing with free breakfast)                                      room                                      3                                      2,800.00                                  8,400.00</p> <p><b>September 26, 2024</b></p> <p>AM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Lunch    pax                                      46                                      450.00                                  20,700.00</p> <p>PM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Dinner                                         pax                                      24                                      450.00                                  10,800.00</p> <p>Lodging (Triple Sharing with free breakfast)                                      room                                      6                                      3,800.00                                  22,800.00</p> <p>Lodging (Double Sharing with free breakfast)                                      room                                      3                                      2,800.00                                  8,400.00</p> <p><b>September 27, 2024</b></p> <p>AM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p>Lunch    pax                                      46                                      450.00                                  20,700.00</p> <p>PM Snacks                                     pax                                      46                                      150.00                                  6,900.00</p> <p><b>Participants:</b> 46 pax (1 OIC-CSS, 1FP, 3 PSA Capiz personnel, 8 TSs, 33 SRs)</p> <p><b>Condition:</b></p> <p>*Free Use of Function room</p> <p>*Free Flowing Tea/Coffee</p> <p>* Lunch is Buffet and includes 3 main dish, 1 appetizer, 1 soup, rice, dessert and drinks</p> <p>*With strong and free WiFi and use of sound/audio equipment</p> <p>*Good ventilation for training venue</p> <p>*Provision of two (2) Key Cards</p> <p>*Free use of flat iron</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".						
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: \_\_\_\_\_