

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 Accommodation for CRS Iloilo Personnel for the Bagong Pilipinas Caravan of Services of Capiz Provincial Statistical Officed." Details of the project is as follows:

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Name of Project	CRS Iloilo Personnel for the Bagong Pilipinas Caravan of Services			
Reference	PR No. 2024-0619-09-073			
Location	Capiz			
Brief Description	Procurement of Meals and Accommodation for CRS Iloilo Personnel for the Bagong Pilipinas Caravan of Services of Capiz Provincial Statistical Office			
Quantity	7 pax			
Approved Budget for the Contract (ABC)	P25,100.00			
Contract Duration	October 11-12, 2024			

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than \_ 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.

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.	tem Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	Procurement of Meals and Accommodation for CRS Iloilo Personnel for the Bagong Pilipinas Caravan of Services of Capiz Provincial Statistical Office					-	
	Date: October 11-12, 2024 (2 nights and 3 days)						
	October 11, 2024 Check In)						
	Lodging (Triple Sharing)	room	1	3,800.00	3,800.00		
	Lodging (Double Sharing)	room	2	2,800.00	5,600.00		
	Dinner	pax	7	450.00	3,150.00		
	October 12, 2024						
	Complimentary Breakfast		7				
	Lodging (Triple Sharing)	room	1	3,800.00	3,800.00		
	Lodging (Double Sharing)	room	2	2,800.00	5,600.00		
	Dinner	pax	7	450.00	3,150.00		
	October 13, 2024						
	Complimentary Breakfast		7				
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				-			*
	Participants: 7 pax (CRS lloilo Personnel)						
	Condition:						
	*With strong and free WiFi						
	*Provision of two (2) Key Cards						
	*Free use of flat iron						
	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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	the Use of Styrofoam and Single-use Plastics".			g g	,	5	
						TOTAL =	
After h	aving carefully read and accepted your Terms and Conditions	s. I/We q	uote you	on the item at p		ve.	
	Printed Name/Signature/Position						-
	Name of Company				Fax No:		
	Address				Email Address:		