



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

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

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Bids and Awards Committee (BAC) will undertake Negotiated Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Catering Services for the Conduct 3rd Level Training of 2024 Labor Force Survey (LFS) and 2024 Annual Poverty Indicators Survey (APIS) of PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

Name of Project	3rd Level Training of 2024 Labor Force Survey (LFS) and 2024 Annual Poverty Indicators Survey (APIS)
Reference	PR No: 2024-0630-06-084
Location	Iloilo City
Brief Description	Procurement of Catering Services for the Conduct 3rd Level Training of 2024 Labor Force Survey (LFS) and 2024 Annual Poverty Indicators Survey (APIS) of PSA Iloilo Provincial Statistical Office
Quantity	stated in the bid Form
Approved Budget for the Contract (ABC)	Php40,500.00
Contract Duration	July 1, 2024 to July 5, 2024 (5 Days)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 01:00 P.M. on _____ to be opened on the same day at 01:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Iloilo Provincial Statistical Office, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. 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) 327-9219 or (033) 509-9620.


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
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. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar 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)	Indicate Brand and Source of Goods (Local or Specify country of origin)	
LOT 1	Catering Services for the Conduct 3rd Level Training of 2024 Labor Force Survey (LFS) and 2024 Annual Poverty Indicators Survey (APIS) of PSA Iloilo Provincial Statistical Office								
	July 1, 2024 to July 5, 2024 (5 Days)								
	July 1, 2024								
	AM Snacks	pax	15	120.00	1,800.00	_____	_____		
	Lunch	pax	15	300.00	4,500.00	_____	_____		
	PM Snacks	pax	15	120.00	1,800.00	_____	_____		
	July 2, 2024								
	AM Snacks	pax	15	120.00	1,800.00	_____	_____		
	Lunch	pax	15	300.00	4,500.00	_____	_____		
	PM Snacks	pax	15	120.00	1,800.00	_____	_____		
	July 3, 2024								
	AM Snacks	pax	15	120.00	1,800.00	_____	_____		
	Lunch	pax	15	300.00	4,500.00	_____	_____		
	PM Snacks	pax	15	120.00	1,800.00	_____	_____		
	July 4, 2024								
	AM Snacks	pax	15	120.00	1,800.00	_____	_____		
	Lunch	pax	15	300.00	4,500.00	_____	_____		
	PM Snacks	pax	15	120.00	1,800.00	_____	_____		
	July 5, 2024								
	AM Snacks	pax	15	120.00	1,800.00	_____	_____		
	Lunch	pax	15	300.00	4,500.00	_____	_____		
	PM Snacks	pax	15	120.00	1,800.00	_____	_____		
						40,500.00			
	<p><i>Participants: 15 pax - 3 PSA Personnel (Focal Persons/Trainors), 12 Hired Statistical Researchers</i></p> <p><i>Condition:</i></p> <p><i>* Free Flowing Tea/Coffee, Lunch is Buffet and includes 3 main dishes, appetizer, soup, rice and drinks</i></p> <p><i>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".</i></p>								
	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: _____