



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

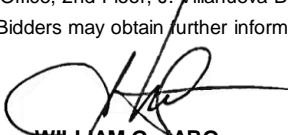
**REGIONAL BIDS AND AWARDS COMMITTEE**  
Tel Nos: (033) 335-0316, 335-0907

**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 53.10 (Lease of Real Property and Venue) for the "Procurement of Lease of Venue and Meals for the Conduct of Consultative Meeting with QSPBI Sample Establishments & Data Dissemination of Establishment-Based Survey Results - PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

<b>Name of Project</b>	Quarterly Survey of Philippine Business and Industry (QSPBI)
<b>Reference</b>	2024-0630-10-116
<b>Location</b>	Iloilo City
<b>Brief Description</b>	Procurement of Lease of Venue and Meals for the Conduct of Consultative Meeting with QSPBI Sample Establishments & Data Dissemination of Establishment-Based Survey Results - PSA Iloilo Provincial Statistical Office
<b>Quantity</b>	stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	<b>Php68,000.00</b>
<b>Contract Duration</b>	October 30, 2024 (1 Day)

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 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. 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)
	<p><b>Lease of Venue and Meals for the Conduct of Consultative Meeting with QSPBI Sample Establishments &amp; Data Dissemination of Establishment-Based Survey Results - PSA Iloilo Provincial Statistical Office</b> <b>October 30, 2024 (1 Day)</b></p> <p>AM Snacks</p> <p>Lunch</p> <p>PM Snacks</p> <p>Participants: 80 pax (70 Owner/Managers/Staff of Sample Establishments, 10 PSA Personnel)</p> <p>Amenities &amp; Other Requirements:</p> <p>Free use of (1) One well lighted and airconditioned function room (class room type) with tables and chairs with atleast 120 pax function room accommodation that observes physical/social distancing from 8:00AM to 5:00PM</p> <p>Provision of one (1) Backdrop per function room and at least one (1) Welcome Streamer.</p> <p>Fast and Stable Wi-Fi/ Internet connection per function room(s).</p> <p>Free flowing coffee/tea and drinking water in Function Room</p> <p>Free use of at least two (2) microphones and audio system in Function Rooms</p> <p>Provision of at least one (1) Whiteboard and/or Blackboard per function room with marker and eraser.</p> <p>Free use of one (1) wide screen and provision of extension outlets in Function Rooms</p> <p>Provision of Nearby Electrical Outlet n Function Rooms</p> <p>Buffet Breakfast, Lunch and Dinner includes: 1 Appetizer, 2-3 Main Dish, 1 Side Dish, 1 Soup, 1 Dessert, Fruits, Soda and/or Canned Juice and Rice.</p> <p>Request of Menu for meals.</p> <p>Provision of Parking Space for Participants.</p> <p>*Note: Payment for the activity will be based on the actual billing.</p> <p>*Note: Incase of unforeseen events, the PSA reserve the rights to cancel/reschedule the activity.</p> <p>*Basic Health Protocols for COVID-19 is strictly adhere in the Venue.</p>							
		pax	80	200.00	16,000.00	_____	_____	
		pax	80	450.00	36,000.00	_____	_____	
		pax	80	200.00	16,000.00	_____	_____	
					<b>68,000.00</b>			
<b>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: \_\_\_\_\_