



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

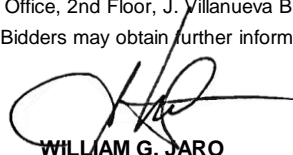
REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

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 December 2024 Monthly Meeting for Local Civil Registrars and Staff of Iloilo and Iloilo City - PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

Name of Project	December 2024 Monthly Meeting for Local Civil Registrars and Staff of Iloilo and Iloilo City
Reference	2024-0630-11-132
Location	Iloilo City
Brief Description	Procurement of Lease of Venue and Meals for the Conduct of December 2024 Monthly Meeting for Local Civil Registrars and Staff of Iloilo and Iloilo City - PSA Iloilo Provincial Statistical Office
Quantity	stated in the bid form
Approved Budget for the Contract (ABC)	Php83,300.00
Contract Duration	December 12, 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)
	Lease of Venue and Meals for the Conduct of December 2024 Monthly Meeting for Local Civil Registrars and Staff of Iloilo and Iloilo City - PSA Iloilo Provincial Statistical Office December 12, 2024 (1 Day) AM Snacks Lunch PM Snacks <i>Participants: 98 pax (14 PSA Iloilo Provincial Statistical Office Personnel, 84 Local Civil Registrars and Staff)</i> <i>Amenities & Other Requirements:</i> <i>Free use of (1) One well lighted and airconditioned function room (class room type) with tables and chairs with atleast 100 pax function room accommodation that observes physical/social distancing from 8:00AM to 5:00PM</i> <i>Fast and Stable Wi-Fi/ Internet connection per function room(s).</i> <i>Free flowing coffee/tea and drinking water in Function Room</i> <i>Free use of at least two (2) microphones and audio system in Function Rooms</i> <i>Provision of at least one (1) Whiteboard and/or Blackboard per function room with marker and eraser.</i> <i>Free use of one (1) wide screen and provision of extension outlets in Function Rooms</i> <i>Provision of Nearby Electrical Outlet n Function Rooms</i> <i>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.</i>	pax pax pax	98 98 98	200.00 450.00 200.00	19,600.00 44,100.00 19,600.00 83,300.00	_____ _____ _____ _____	_____ _____ _____ _____	
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: _____