REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (034) 435-0574 or (034) 707-4486

## **REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Negros Occidental through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Catering Services for the conduct of Training and Re-Echo on Civil Registration Updates and Field Awards of PSA Negros Occidental PSO" Details of the project is as follows:

Name of Project	Procurement of Catering Services for the conduct of Training and Re- Echo on Civil Registration Updates and Field Awards of PSA Negros Occidental PSO					
Reference	PR No. 2024-0645-02-014					
Location	Bacolod City					
Brief Description	Procurement of Catering Services for the conduct of Training and Re- Echo on Civil Registration Updates and Field Awards of PSA Negros Occidental PSO on February 26, 2024					
Quantity	50 pax					
Approved Budget for the Contract (ABC)	PhP 27,000.00					
Contract Duration	February 26, 2024					

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 9:00 AM of February 20, 2024 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 Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod 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.(034) 435-0574 or (034) 707-4486.

ALLIAM G. VARO 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.
- $2\ \text{Late}$  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. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 8. 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 Specifiy country of origin)
	Procurement of Catering Services for the conduct of Training and Re-Echo on Civil Registration Updates and Field Awards of PSA Negros Occidental PSO							
	February 26, 2024							
	5.1							
	February 26, 2024 AM Snacks				0.000.00			
		pax	50	120.00	6,000.00			
	Lunch	pax	50	300.00	15,000.00 6,000.00			
	PM Snacks	pax	50	120.00	6,000.00			
	Participants: 22 Regular Staff, 7 COSWS, 2 Contractual 6 BRAP Agents, 1 PPA SA, 1 CBMS ISA, 5 PRO Staff, 6 DVSS Staff							
	On allistance							
	Conditions:  1. Meals include rice, 1 soup, 2 main courses, dessert & drinks, for fish - it should not be creamddory  2. Serving time of food:  ***AM snacks - should be served at 9:30AM  ***Lunch - should be ready by 12:00NN  ***PM Snacks - should be served at 3:00 PM  4.Free flowing coffee or tea or milo  5. Attach menu upon submission of the bid form  6. No use of plastics for the utensils (spoon, fork, drinking straw, cups, plates, etc.)							
	Submit menu together with RFQ							
	TOTAL =							
After h	fter having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.							

	Date:
Printed Name/Signature/Position	Tel. No.:
Name of October	
Name of Company	Fax No:
	Email Address:

Address

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