



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
NEGROR OCCIDENTAL
East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City

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 53.10 (Lease of Real Property) for the "Procurement of Venue and Catering Services for the conduct of 3rd Level Training for April Labor Force Survey of PSA Negros Occidental PSO" Details of the project is as follows:

Name of Project	Procurement of Venue and Catering Services for the conduct of 3rd Level Training for April Labor Force Survey of PSA Negros Occidental PSO
Reference	PR No. 2024-0645-03-024
Location	Bacolod City
Brief Description	Procurement of Venue and Catering Services for the conduct of 3rd Level Training for April Labor Force Survey of PSA Negros Occidental PSO on April 2-5, 2024
Quantity	as stated in the RFQ
Approved Budget for the Contract (ABC)	PhP 120,000.00
Contract Duration	April 2-5, 2024

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 10:00 A.M. of March 26, 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.


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. 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 Specify country of origin)
	Procurement of Venue and Catering Services for the conduct of 3rd Level Training for April Labor Force Survey of PSA Negros Occidental PSO							
	April 2-5, 2024							
	April 2, 2024							
	Catering Services for 20 pax @ PhP 1,500 per pax per day. (Breakfast @ PhP400, AM Snacks for PhP 150, Lunch @ PhP 400, PM Snacks @PhP 150, and Dinner for PhP 400)	lot	1	30,000.00	30,000.00			
	April 3, 2024							
	Catering Services for 20 pax @ PhP 1,500 per pax per day. (Breakfast @ PhP400, AM Snacks for PhP 150, Lunch @ PhP 400, PM Snacks @PhP 150, and Dinner for PhP 400)	lot	1	30,000.00	30,000.00			
	April 4, 2024							
	Catering Services for 20 pax @ PhP 1,500 per pax per day. (Breakfast @ PhP400, AM Snacks for PhP 150, Lunch @ PhP 400, PM Snacks @PhP 150, and Dinner for PhP 400)	lot	1	30,000.00	30,000.00			
	April 5, 2024							
	Catering Services for 20 pax @ PhP 1,500 per pax per day. (Breakfast @ PhP400, AM Snacks for PhP 150, Lunch @ PhP 400, PM Snacks @PhP 150, and Dinner for PhP 400)	lot	1	30,000.00	30,000.00			
	Participants : 20 pax (1 CSS, 1 Focal Person, 1 Assistant Focal Person, Contractual SS II, 3 COSW and 13 SRs)							
	Conditions: 1. Meals include rice, 1 soup, 2 main courses, dessert abd drinks; For fish no cream dory 2. Serving Time of Food: ***AM Snacks - should be served at 9:30 AM ***Lunch - should be ready by 12:00 NN ***PM Snacks - should be served at 3:00 PM 3. Free flowing coffee or tea or milo 4. No use of plastic for the utensils (spoon, fork, drinking straw, cups & plates, etc.)							
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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____