



**REGIONAL BIDS AND AWARDS COMMITTEE**  
Tel Nos: (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/Venue) for the "Procurement of Venue, Accommodation, and Meals for the conduct of 2024 Mid-Year Performance Review of PSA Negros Occidental PSO."

Details of the project is as follows:

<b>Name of Project</b>	2024 Mid-Year Performance Review
<b>Reference</b>	PR No. 2024-0600-07-077
<b>Location</b>	Negros Occidental
<b>Brief Description</b>	Procurement of Venue, Accommodation, and Meals for the conduct of 2024 Mid-Year Performance Review of PSA Negros Occidental PSO
<b>Quantity</b>	As stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	Php 214,600.00
<b>Contract Duration</b>	3 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 1:30 P.M. of \_\_\_\_\_ to be opened on the same day at 2:00 P.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:

- 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- 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.
- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- 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)
- Please submit Food Menu together with this RFQ.
- Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 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)	
Lot 1	<p style="text-align: center;"><b>Procurement of Venue, Accommodation, and Meals for the conduct of 2024 Mid-Year Performance Review of PSA Negros Occidental PSO</b></p>							
	<p><b>2024 Mid-Year Performance Review</b>  <b>July 24-26, 2024</b></p>							
	<b>July 24, 2024</b>							
		AM Snacks	pax	37	200.00	7,400.00		
		Lunch	pax	37	400.00	14,800.00		
		PM Snacks	pax	37	200.00	7,400.00		
		Dinner	pax	37	400.00	14,800.00		
		Accommodation (twin sharing)	pax	37	1300.00	48,100.00		
	<b>July 25, 2024</b>							
		Complimentary Breakfast	pax	37	0.00	-		
		AM Snacks	pax	37	200.00	7,400.00		
		Lunch	pax	37	400.00	14,800.00		
		PM Snacks	pax	37	200.00	7,400.00		
		Dinner	pax	37	400.00	14,800.00		
		Accommodation (twin sharing)	pax	37	1300.00	48,100.00		
	<b>July 26, 2024</b>							
		Complimentary Breakfast	pax	37	0.00	-		
		AM Snacks	pax	37	200.00	7,400.00		
		Lunch	pax	37	400.00	14,800.00		
		PM Snacks	pax	37	200.00	7,400.00		
	<p><b>Participants:</b> 37 pax (1 CSS, 1 SSS, 1 SrSS, 6 SS II, 1 RO II, 1 Accountant, 6 SA, 1 RO I, 1 AS, 2 AAVI, 2 Contractuals, 14 COSWs)</p>							
	<p><b>Conditions:</b>  Check-In/Check-Out Details:  Check-in Date: July 24, 2024 with dinner  Check-out date: July 26, 2024, with complimentary breakfast for live-in participants</p>							
	<p><b>Food Requirements (balanced nutritious diet):</b></p>							
	<p>1. AM and PM Snacks - Native Snacks with drinks</p>							
	<p>2. Buffet breakfast, lunch and dinner</p>							
	<p>3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert &amp; healthy drinks(preferably fresh fruit juices) for fish, it should not be cream dory)</p>							
	<p>4. Serving time of food:  ***Breakfast - should be ready by 6:00am  ***AM snacks - should be served at 10:00am  ***Lunch - should be ready by 12:00nn  ***PM snacks - should be served at 3:00pm  ***Dinner - should be ready by 6:00pm</p>							
	<p>5. Free flowing coffee or tea or milo and purified drinking water in the function room</p>							
<p>6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room</p>								
<p>7. Attach menu upon submission of the bid form</p>								

**ROOM REQUIREMENTS:**

- 1. Must have free wifi access,
- 2. Provision of free bottled water and toiletries and towels,
- 3. Spacious, tidy and clean,
- 4. Room types:  
\*\*\*\* Double occupancy, separate beds

**Other Requirements:**

- 1. Free parking space (2-3 slots)
- 2. Continuous water supply and accessible comfort rooms
- 3. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
- 4. Availability of trained staff that can address health concerns

**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 Prohibiyion on the Use of Styrofoam and Single-Use Plastics."

**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: \_\_\_\_\_