



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, Meals, and Accomodation for the conduct of October 2024 Labor Force Survey (LFS) and 2024 Survey on Overseas Filipinos (SOF) 3rd Level Training of PSA Negros Occidental PSO."

Details of the project is as follows:

Name of Project	2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) City Level Training for the City of Bacolod
Reference	PR No. 2024-0645-09-092
Location	Negros Occidental
Brief Description	Procurement of Venue, Meals, and Accomodation for the conduct of October 2024 Labor Force Survey (LFS) and 2024 Survey on Overseas Filipinos (SOF) 3rd Level Training of PSA Negros Occidental PSO
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 149,000.00
Contract Duration	4 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 2:0) 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 Chairpewrson

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	Item Description and Specification/s	Unit	Qty.	ABC (Unit	ABC (Total	Bid (Unit	Total Bid Amount	
Lot 1	Procurement of Venue, Meals, and Accommodation for the conduct of October 2024 Labor Force Survey (LFS) and 2024 Survey on Overseas Filipinos (SOF) 3rd Level Training of PSA Negros Occidental PSO							
	October 2024 Labor Force Survey (LFS) and 2024 Survey on Overseas Filipinos (SOF) 3rd Level Training							
	October 1-4, 2024							
	October 1, 2024							
		AM Snacks	pax	20	150.00	3,000.00		
		Lunch	pax	20	400.00	8,000.00		
		PM Snacks	pax	20	150.00	3,000.00		
		Dinner	pax	20	350.00	7,000.00		
		Accommodation (twin sharing)	pax	16	1500.00	24,000.00		
	October 2, 2024							
		Complimentary Breakfast	pax	16	0.00	-		
		AM Snacks	pax	20	150.00	3,000.00		
		Lunch	pax	20	400.00	8,000.00		
		PM Snacks	pax	20	150.00	3,000.00		
		Dinner	pax	20	350.00	7,000.00		
		Accommodation (twin sharing)	pax	16	1500.00	24,000.00		
	October 3, 2024							
		Complimentary Breakfast	pax	16	0.00	-		
		AM Snacks	pax	20	150.00	3,000.00		
		Lunch	pax	20	400.00	8,000.00		
		PM Snacks	pax	20	150.00	3,000.00		
		Dinner	pax	20	350.00	7,000.00		
		Accommodation (twin sharing)	pax	16	1500.00	24,000.00		
	October 4, 2024							
		Complimentary Breakfast	pax	16	0.00	-		
		AM Snacks	pax	20	150.00	3,000.00		
		Lunch	pax	20	400.00	8,000.00		
		PM Snacks	pax	20	150.00	3,000.00		
	Participants: 20 pax (1 CSS, 1 SSS, 1 Focal Person, 2 Assistant Focal Person, 3 COSW and 12 SRs)							
	Conditions:							
1. Meals include rice, 1 soup, 2 main courses, dessert and 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.)								
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 Prohibition 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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No.: _____

Email Address: _____