



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 of Venue and Meals for the Conduct of the Adoption of the Philippine Standard Industrial Classification (PSIC) and Philippine Standard Geographic Code (PSGC) City/Municipal Level Training, Coordination, and Field Visits of Local Government Units - Batch 1 in Bacolod City of PSA Negros Occidental PSO.”

Details of the project is as follows:

Name of Project	Adoption of the Philippine Standard Industrial Classification (PSIC) and Philippine Standard Geographic Code (PSGC) City/Municipal Level Training, Coordination, and Field Visits of Local Government Units - Batch 1 in Bacolod City
Reference	PR No. 2024-0645-09-097
Location	Negros Occidental
Brief Description	Procurement of Venue and Meals for the Conduct of the Adoption of the Philippine Standard Industrial Classification (PSIC) and Philippine Standard Geographic Code (PSGC) City/Municipal Level Training, Coordination, and Field Visits of Local Government Units - Batch 1 in Bacolod City of PSA Negros Occidental PSO
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 20,000.00
Contract Duration	1 day

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 October 22, 2024 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 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)
Lot 1	<p>Procurement of Venue and Meals for the Conduct of the Adoption of the Philippine Standard Industrial Classification (PSIC) and Philippine Standard Geographic Code (PSGC) City/Municipal Level Training, Coordination, and Field Visits of Local Government Units - Batch 1 in Bacolod City of PSA Negros Occidental PSO</p> <p>Adoption of the Philippine Standard Industrial Classification (PSIC) and Philippine Standard Geographic Code (PSGC) City/Municipal Level Training, Coordination, and Field Visits of Local Government Units 30 October 2024</p>						
	30 October 2024						
	AM Snacks	pax	25	200.00	5,000.00		
	Lunch	pax	25	400.00	10,000.00		
	PM Snacks	pax	25	200.00	5,000.00		
	<p>Total Number of Pax: 2 Participants for each LGU (Salvador Benedicto, Toboso, Cadiz, Manapla, Slay, Talisay, Victorias, Murcia)</p> <p>9 - Personnel from PSA Negros Occidental (CSS, SuSS, SrSS, 4 COSW, SA, SS II)</p>						
	<p>Food Requirements (balanced nutritious diet): 1. AM and PM Snacks - Native Snacks with drinks 2. Buffet breakfast, lunch and dinner 3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices) for fish, it should not be cream dory) 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 5. Free flowing coffee or tea or milo and purified drinking water in the function room 6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room 7. Attach menu upon submission of the bid form 8. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates</p>						
	<p>FUNCTION ROOM REQUIREMENTS: 1. Sound proof/free from unnecessary noise, 2. One (1) function room, spacious and can accommodate 15 pax, with physical distancing, 3. No pillars/columns blocking the stage, 4. Use of function from 6:00AM-8:00PM, 5. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless), 6. Audible/operational sound system, 7. Inclusive of electricity charges for use of laptops, projector and other equipment, 8. With free strong WIFI connection for virtual communication</p>						
	<p>Condition:</p>						
	<p><i>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".</i></p>						
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: _____