



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 53.9 (Small Value Procurement) for the "Procurement of Catering Services for the conduct of 2024 Retail Price Survey Training and Updating of Market Basket 3rd Level Training of PSA Negros Occidental PSO"

Details of the project is as follows:

Name of Project	2024 Retail Price Survey Training and Updating of Market Basket 3rd Level Training
Reference	PR No. 2024-0645-10-099
Location	Negros Occidental
Brief Description	Procurement of Catering Services for the conduct of 2024 Retail Price Survey Training and Updating of Market Basket 3rd Level Training of PSA Negros Occidental PSO
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 40,500.00
Contract Duration	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:

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	Procurement of Catering Services for the conduct of 2024 Retail Price Survey Training and Updating of Market Basket 3rd Level Training of PSA Negros Occidental PSO						
	2024 Retail Price Survey Training and Updating of Market Basket 3rd Level Training October 24-26, 2024						
	October 24, 2024						
	AM Snacks	pax	25	120.00	3,000.00		
	Lunch	pax	25	300.00	7,500.00		
	PM Snacks	pax	25	120.00	3,000.00		
	October 25, 2024						
	AM Snacks	pax	25	120.00	3,000.00		
	Lunch	pax	25	300.00	7,500.00		
	PM Snacks	pax	25	120.00	3,000.00		
	October 26, 2024						
	AM Snacks	pax	25	120.00	3,000.00		
	Lunch	pax	25	300.00	7,500.00		
PM Snacks	pax	25	120.00	3,000.00			
	Total Number of Pax: 25 pax (1 CSS, 1 SSS, 1 Sr/SS, PFP and 21 Price Collectors)						
	Condition:						
	* Free Flowing Tea/Coffee, Lunch is Buffet and includes 3 main dishes, appetizer, soup, rice and drinks * Submit Food Menu together with RFQ						
	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: _____