



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Negotiated Procurement under Section 53.9 (Small Value Procurement), for the procurement of catering services in connection with the conduct of the 2024 February and March Round Labor Force Survey (LFS) Third Level Training of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

Name of Project	Procurement of Catering Services in connection with conduct of the 2024 February and March Round Labor Force Survey (LFS) Third Level Training of PSA-Guimaras Provincial Statistical Office
Reference	PR No.: 2024-0679-01-003
Location	Guimaras
Brief Description	Procurement of Catering Services in connection with conduct of the 2024 February and March Round Labor Force Survey (LFS) Third Level Training of PSA-Guimaras Provincial Statistical Office
Quantity	Lot 1 (5 pax) & Lot 2 (5 pax)
Approved Budget for the Contract (ABC)	Lot 1 (Php5,400.00) & Lot 2 (Php5,400.00)
Contract Duration	Lot 1 - February 6 - 7, 2024; Lot 2 - March 6 - 7, 2024

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 9:00 A.M. of _____, 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 Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No.(033) 335-0316 or (033) 335-0907.


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 Terms of payment shall be made through check payable to the supplier.
- 5 Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your PhilGeps Registration, DTI/SEC registration, Municipal and business permit, current ITR and sanitary permit.
- 6 Award of contract shall be made to the lowest quotation, and complies with specifications and other terms and conditions as stated in the RFQ.
- 7 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.
- 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.
- 9 No partial Quotation\Delivery.

BID FORM

Item No.	Item Description and Specifications/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
Lot 1	<p>Procurement of Catering Services in connection with conduct of the 2024 February and March Round Labor Force Survey (LFS) Third Level Training of PSA-Guimaras Provincial Statistical Office</p> <p align="center">February 6 - 7, 2024; March 6 - 7, 2024 (4 days)</p> <p>February 6 - 7, 2024 (2 Days) Meals @ 540.00 (AM Snacks @ P120.00, Lunch @ P300.00, PM Snacks @ P120.00) for 5 participants for 2 days Participants: 5 pax 1 CSS, 1 PFP, 1 APFP, 2 SR</p>	lot	1	5,400.00	5,400.00		
Lot 2	<p>March 6 - 7, 2024 (2 Days) Meals @ 540.00 (AM Snacks @ P120.00, Lunch @ P300.00, PM Snacks @ P120.00) for 5 participants for 2 days Participants: 5 pax 1 CSS, 1 PFP, 1 APFP, 2 SR Inclusion: <i>Free-flowing coffee</i></p> <p><i>Lunch - 3 main course (vege/soup, rice, dessert or fruits, and beverages</i></p> <p>Conditions for AM & PM Snacks: <i>Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)</i></p> <p>Conditions for Lunch: <i>Buffet style catering service: Reusable plates, mugs, and cutlery</i></p> <p>Note: <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 Philippine Statistics Authority Meeting, 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> <p><i>Submit Food Menu together with RFQ</i></p>	lot	1	5,400.00	5,400.00		
	Total				10,800.00		

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: _____