



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 Civil Registration Month Closing Ceremony of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

<b>Name of Project</b>	Procurement of Catering Services in connection with conduct of the 2024 Civil Registration Month Closing Ceremony of PSA-Guimaras Provincial Statistical Office
<b>Reference</b>	PR No.: 2024-0679-02-007
<b>Location</b>	Guimaras
<b>Brief Description</b>	Procurement of Catering Services in connection with conduct of the 2024 Civil Registration Month Closing Ceremony of PSA-Guimaras Provincial Statistical Office
<b>Quantity</b>	Lot 1 (35 pax)
<b>Approved Budget for the Contract (ABC)</b>	Php14,700.00
<b>Contract Duration</b>	February 29, 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 February 26, 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 Civil Registration Month Closing Ceremony of PSA-Guimaras Provincial Statistical Office</p> <p><b>February 29, 2024 (half day)</b></p> <p><b>February 29, 2024</b></p> <p>Meals @ 420.00 (AM Snacks @ P120.00, Lunch @ P300.00) for 35 participants for 1 day</p> <p><b>Participants: 35 pax</b>                      1 CSS, 4 PSA Staff, 10 LCRO Staff, 20 Contestants</p> <p><b>Conditions for AM Snacks:</b>  <i>Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)</i></p> <p><b>Conditions for Lunch:</b>  <i>Buffet style catering service: reusable plates, mugs, and cutlery</i></p> <p><b>Note:</b>  <i>Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled <b>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.</b></i></p>	lot	1	14,700.00	14,700.00		
	<b>Total</b>				<b>14,700.00</b>		

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: _____