



REGIONAL BIDS AND AWARDS COMMITTEE

Tel No: (033) 335-0316 or (033) 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Guimaras Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.9 (Negotiated) for the "Procurement and Delivery of Catering Services (Snacks) for the Municipal-Level Training, Coordination, and Field Visits of LGUs on the Adoption of PSIC of PSA Guimaras Provincial Statistical Office."

Details of the project is as follows:

Name of Project	Philippine Standard Industrial Classification
Reference	PR No. 2024-0679-06-022
Location	Buenavista, Jordan, Nueva Valencia, San Lorenzo, and Sibunag
Brief Description	Procurement and Delivery of Catering Services (Snacks) for the Municipal-Level Training, Coordination, and Field Visits of LGUs on the Adoption of PSIC of PSA Guimaras Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 10,000.00
Contract Duration	5 days

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 1:00 P.M. of June 7, 2024 to be opened on the same day at 1:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Guimaras Provincial Statistical Office, 2F Galanto Bldg. Mosqueda Village, San Miguel, Jordan, Guimaras. 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.(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. 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 and Delivery of Catering Services (Snacks) for the Municipal-Level Training, Coordination, and Field Visits of LGUs on the Adoption of PSIC of PSA Guimaras Provincial Statistical Office							
	Municipal-Level Training, Coordination, and Field Visits of LGUs on the Adoption of PSIC June 24-25, 2024							
	June 24, 2024-Municipality of Buenavista							
		AM Snacks	pax	10	100.00	1,000.00		
		PM Snacks	pax	10	100.00	1,000.00		
	June 25, 2024-Municipality of Jordan							
		AM Snacks	pax	10	100.00	1,000.00		
		PM Snacks	pax	10	100.00	1,000.00		
	June 26, 2024-Municipality of Nueva Valencia							
		AM Snacks	pax	10	100.00	1,000.00		
		PM Snacks	pax	10	100.00	1,000.00		
	June 27, 2024-Municipality of San Lorenzo							
		AM Snacks	pax	10	100.00	1,000.00		
		PM Snacks	pax	10	100.00	1,000.00		
	June 28, 2024-Municipality of Sibunag							
		AM Snacks	pax	10	100.00	1,000.00		
		PM Snacks	pax	10	100.00	1,000.00		
	Participants: 10 pax = (CSS, SrSS, SSII, PPA COSW, and 6 LGU personnel)							
	Condition: *Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws) * 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

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____