



REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, (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 (Catering Services) for the "Procurement of Catering Services for the 2024 Census of Population and Community-Based Monitoring System Map and Data Processing Provincial Level Training of PSA Guimaras Provincial Statistical Office."

Details of the project is as follows:

Name of Project	2024 Census of Population and Community-Based Monitoring System
Reference	PR No. 2024-0679-08-042
Location	Guimaras
Brief Description	Procurement of Catering Services for the 2024 Census of Population and Community-Based Monitoring System Map and Data Processing Provincial Level Training of PSA Guimaras Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	38,880.00
Contract Duration	September 2-6, 2024

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 August 27, 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:

- 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.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- 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.
- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- 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)
- Please submit Food Menu together with this RFQ.
- Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 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 Catering Services for the 2024 Census of Population and Community-Based Monitoring System Map and Data Processing Provincial Level Training of PSA Guimaras Provincial Statistical Office</p> <p>2024 Census of Population and Community-Based Monitoring System</p> <p style="text-align: center;">September 2-6, 2024 (5 days)</p> <p>September 2-4, 2024; Data Processing (3 days)</p> <p>AM Snacks</p> <p>Lunch</p> <p>PM Snacks</p> <p style="text-align: center;">September 5-6, 2024; Map Data Processing (2 days)</p> <p>AM Snacks</p> <p>Lunch</p> <p>PM Snacks</p> <p>Inclusion:</p> <p>Free flowing coffee</p> <p>Lunch-3 main course (vege/soup, rice, dessert or fruits and beverages)</p> <p>Conditions for AM and PM Snacks</p> <p>Packaging: Recyclable (e.g., carton or paper-made material, wooden and spoon and fork, paper cups, paper straws)</p> <p>Conditions for Lunch</p> <p>Buffet style catering service: Reusable plates, mugs and cutlery</p> <p>Submit Food Menu together with RFQ</p> <p>Note:</p> <p>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".</p>							
	pax	16	120.00	5,760.00				
	pax	16	300.00	14,400.00				
	pax	16	120.00	5,760.00				
	pax	12	120.00	2,880.00				
	pax	12	300.00	7,200.00				
	pax	12	120.00	2,880.00				
	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: _____