



**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 53.10 (Lease of Real Property and Venue) for the "Procurement of Lease of Venue, Meals and Accommodation for the conduct of the 2024 Functional Literacy, Education and Mass Media Survey Third Level Training of PSA Guimaras Provincial Statistical Office."

Details of the project is as follows:

<b>Name of Project</b>	2024 Functional Literacy, Education and Mass Media Survey
<b>Reference</b>	PR No. 2024-0679-09-050
<b>Location</b>	Guimaras
<b>Brief Description</b>	Procurement of Lease of Venue, Meals and Accommodation for the conduct of the 2024 Functional Literacy, Education and Mass Media Survey Third Level Training of PSA Guimaras Provincial Statistical Office
<b>Quantity</b>	As stated in the bid form
<b>Approved Budget for the Contract (ABC)</b>	Php 225,300.00
<b>Contract Duration</b>	September 23-27, 2024 (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 September 19, 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:
  - Mayor's/Business Permit;
  - PhilGEPS Registration Number;
  - Income Tax Return;
  - 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	<b>Procurement of Lease of Venue, Meals and Accommodation for the conduct of the 2024 Functional Literacy, Education and Mass Media Survey Third Level Training of PSA Guimaras Provincial Statistical Office</b>							
	<b>2024 Functional Literacy, Education and Mass Media Survey</b>							
	<b>September 23-27, 2024 (5 days)</b>							
	<b>September 23, 2024</b>							
		AM Snacks	pax	23	150.00	3,450.00		
		Lunch	pax	23	400.00	9,200.00		
		PM Snacks	pax	23	150.00	3,450.00		
		Dinner	pax	12	400.00	4,800.00		
		Lodging, Double/Triple Sharing, with complimentary breakfast	room	12	1,700.00	20,400.00		
		Venue	day	1	8,800.00	8,800.00		
	<b>September 24, 2024</b>							
		AM Snacks	pax	23	150.00	3,450.00		
		Lunch	pax	23	400.00	9,200.00		
		PM Snacks	pax	23	150.00	3,450.00		
		Dinner	pax	12	400.00	4,800.00		
		Lodging, Double/Triple Sharing, with complimentary breakfast	room	12	1,700.00	20,400.00		
		Venue	day	1	8,800.00	8,800.00		
	<b>September 25, 2024</b>							
		AM Snacks	pax	23	150.00	3,450.00		
		Lunch	pax	23	400.00	9,200.00		
		PM Snacks	pax	23	150.00	3,450.00		
		Dinner	pax	12	400.00	4,800.00		
		Lodging, Double/Triple Sharing, with complimentary breakfast	room	12	1,700.00	20,400.00		
		Venue	day	1	8,800.00	8,800.00		
	<b>September 26, 2024</b>							
		AM Snacks	pax	23	150.00	3,450.00		
		Lunch	pax	23	400.00	9,200.00		
		PM Snacks	pax	23	150.00	3,450.00		
		Dinner	pax	12	400.00	4,800.00		
		Lodging, Double/Triple Sharing, with complimentary breakfast	room	12	1,700.00	20,400.00		
		Venue	day	1	8,800.00	8,800.00		
	<b>September 27, 2024</b>							
	AM Snacks	pax	23	150.00	3,450.00			
	Lunch	pax	23	400.00	9,200.00			
	PM Snacks	pax	23	150.00	3,450.00			
	Venue	day	1	8,800.00	8,800.00			
<b>Participants: 23 pax</b> <i>Live-in (12 pax)= Chief Statistical Specialist, Supervising Statistical Specialist, Statistical Clerk (COSW), 4 Team Supervisors, 5 Enumerators</i> <i>Live-out (11 pax)= 11 Enumerators</i>								

**Condition:**

- \* Free Wifi and use of LCD Projector
- \* Free Flowing Tea/Coffee, Lunch and Dinner 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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

Date: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_