



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Guimaras Provincial Statistical Office  
San Miguel, Jordan, Guimaras

**REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (033) 331-2844

**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 Negotiated Procurement under Section 53.9 (Small Value Procurement), for the Procurement of Catering Services for 2024 Internal Quality Management System (QMS) Audit of Guimaras Provincial Statistical Office. Details of the project is as follows:

<b>Name of Project</b>	ISO 9001:2015 QMS
<b>Reference</b>	PR No.: 2024-0679-09-060
<b>Location</b>	Guimaras
<b>Brief Description</b>	Procurement of Catering Services for 2024 Internal Quality Management System (QMS) Audit of Guimaras Provincial Statistical Office
<b>Quantity</b>	23 pax
<b>Approved Budget for the Contract (ABC)</b>	Php 12,420.00
<b>Contract Duration</b>	October 16, 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 October 14 , 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 Statistical Office, 2F Galanto Bldg., 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 at Tel. No.(033) 331-2844.

  
**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	Procurement of Catering Services for 2024 Internal Quality Management System (QMS) Audit of Guimaras Provincial Statistical Office  <b>October 16, 2024</b>						
	AM Snacks	pax	23	120.00	2,760.00		
	Lunch	pax	23	300.00	6,900.00		
	PM Snacks	pax	23	120.00	2,760.00		
	<p><b>Participants: 23 pax</b></p> <p>2 QMS Internal Auditors, 7 Regular Staff, 4 Regular COSWs, 2 Contractual, 5 PhilSys, 1 PPA FP, 1 CBMS ISA, 1 BRA Personnel</p> <p><b>Inclusion:</b> Free-flowing coffee Lunch - 3 main course (vege/soup, rice, dessert or fruits, and beverages)</p> <p><b>Conditions for AM &amp; PM Snacks:</b> Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and</p> <p><b>Conditions for Lunch:</b> Buffet style catering service: Reusable plates, mugs, and cutlery</p> <p><b>Note:</b> 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></p>						
	<b>Total</b>				<b>12,420.00</b>		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

_____	Date: _____
Printed Name/Signature/Position	Tel. No.: _____
_____	Fax No.: _____
Name of Company	Email Address: _____
_____	
Address	