



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, Accommodation, and Rental of LED Wall for the Provincial Product Accounts Dissemination Forum of PSA Guimaras Provincial Statistical Office."

Details of the project is as follows:

Name of Project	Provincial Product Accounts
Reference	PR No. 2024-0679-10-062
Location	Guimaras
Brief Description	Procurement of Lease of Venue, Meals, Accommodation, and Rental of LED Wall for the Provincial Product Accounts Dissemination Forum of PSA Guimaras Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	Php 78,600.00
Contract Duration	November 25-26, 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 29, 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 of Lease of Venue, Meals, Accommodation, and Rental of LED Wall for the Provincial Product Accounts Dissemination Forum of PSA Guimaras Provincial Statistical Office							
	Provincial Product Accounts							
	November 25-26, 2024							
	November 25, 2024							
		Dinner	pax	6	400.00	2,400.00		
		Lodging, Double/Triple Sharing, with complimentary breakfast	room	6	1,700.00	10,200.00		
	November 26, 2024							
		AM Snacks	pax	70	150.00	10,500.00		
		Lunch	pax	70	400.00	28,000.00		
		Venue	day	0.5	25,000.00	12,500.00		
		LED Wall Rental	unit	1	15,000.00	15,000.00		
	Participants:							
	November 25, 2024 = 6 pax (3 CO Personnel, 3 Guimaras PSO Personnel)							
	November 26, 2024 = 70 pax (22 Data Providers/Stakeholders, 30 PSC Members, 3 Office of the Governor, 5 Media Personnel, and 10 PSA PSO/RSSO/CO Personnel)							
	Conditions: 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							
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 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.								
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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____