



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) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Negotiated Procurement under Section 53.9 (Small Value Procurement), for the procurement and delivery of Catering Services for the Re-echo Training on Data Management, Data Visualization, and Report Packaging of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

Name of Project	Re-echo Training on Data Management, Data Visualization, and Report Packaging
Reference	PR No.: 2024-0679-11-076
Location	Guimaras
Brief Description	Procurement and Delivery of Catering Services for the Re-echo Training on Data Management, Data Visualization, and Report Packaging of PSA Guimaras Provincial Statistical Office
Quantity	22 pax
Approved Budget for the Contract (ABC)	Php 21,780.00
Contract Duration	November 27-28, 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 November 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 Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. 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) 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 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	<p>Procurement and Delivery of Catering Services for the Re-echo Training on Data Management, Data Visualization, and Report Packaging of PSA Guimaras Provincial Statistical Office</p> <p align="center">November 27-28, 2024 (2 days)</p> <p align="center">November 27, 2024</p> <p>AM Snacks pax 22 120.00 2,640.00</p> <p>Lunch pax 22 300.00 6,600.00</p> <p>PM Snacks pax 22 120.00 2,640.00</p> <p align="center">November 28, 2024</p> <p>AM Snacks pax 22 150.00 3,300.00</p> <p>Lunch pax 22 300.00 6,600.00</p> <p>Participants: 22 pax 8 Regular Personnel, 2 Contractual Personnel, 3 Regular JOs, 1 PPA COSW, 1 BRAP COSWs, 3 CBMS COSWs, 3 PhilSys COSWs, 1 CAF COSW</p> <p>Inclusion: <i>Free-flowing coffee</i> <i>Lunch - 3 main course (vege/soup, rice, dessert or fruits, and beverages)</i></p> <p>Conditions for AM & PM Snacks: <i>Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)</i></p> <p>Conditions for Lunch: <i>Buffet style catering service: Reusable plates, mugs, and cutlery</i></p> <p>Note: <i>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.</i></p>						
	Total				21,780.00		

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: _____