



REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316 / (033) 335-0907

Procurement of Catering Services for the conduct of ISO-QMS Internal Audit of PSA Aklan PSO

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Aklan 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 "Lease of Venue, Accommodation and Meals for the conduct of 3rd level training of January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 of PSA Aklan PSO." Details of the project is as follows:

Name of Project	Lease of Venue, Accommodation and Meals for the conduct of 3rd level training of January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 of PSA Aklan PSO
Reference	PR No: 2023-0604-11-108
Location	Aklan
Brief Description	Lease of Venue, Accommodation and Meals for the conduct of 3rd level training of January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 of PSA Aklan PSO
Quantity	65 pax
Approved Budget for the Contract (ABC)	PHP 678,500.00
Contract Duration	December 17-23, 2023 (7 days and 6 nights)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than **9:00 AM**, of **November 17, 2023** to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Aklan Provincial Statistical Office, Kalibo, Aklan. 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 (036) 268-9217 or (036) 268-3373.


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. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
6. 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.
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)
	Lease of Venue, Accommodation and Meals for the conduct of 3rd level training of January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 of PSA Aklan PSO						
	December 17-23, 2023 (7 days, 6 nights)						
	December 17, 2023 (check-in)						
	Accommodation (double sharing for 6 nights)	Room	10	2,800.00	168,000.00		
	Accommodation (triple sharing for 6 nights)	Room	5	3,600.00	108,000.00		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 18, 2023 (day 2)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 19, 2023 (day 3)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 20, 2023 (day 4)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 21, 2023 (day 5)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 22, 2023 (day 6)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Buffet Dinner	pax	35	400.00	14,000.00		
	December 23, 2023 (checkout)						
	Complimentary breakfast	pax	35	-	-		
	AM Snacks	pax	65	150.00	9,750.00		
	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Participants: 1 CSS, 1FP, 3 AFPs/trainers,6 TSs, 54 SRs						
	Amenities and Other requirements: * Function Room (for 7 days) *Request for Menu: Three main course: Fish/Beef, Pork or Chicken Vegetables/Fruits/dessert/juice Drink * with free flowing coffee * with high internet connections in Function and rooms * use of two (2) projectors and projector screen, 2 microphones, with audio video system, * provision of 'whiteboard, pen and eraser * free toiletries and drinking water						
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: _____