



**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 Information Dissemination on the 2022 Provincial Product Accounts (PPA) of PSA Aklan PSO." Details of the project is as follows:

<b>Name of Project</b>	Lease of Venue, Accommodation and Meals for the conduct of Information Dissemination on the 2022 Provincial Product Accounts (PPA) of PSA Aklan PSO
<b>Reference</b>	PR No: 2023-0604-11-110
<b>Location</b>	Aklan
<b>Brief Description</b>	Lease of Venue, Accommodation and Meals for the conduct of Information Dissemination on the 2022 Provincial Product Accounts (PPA) of PSA Aklan PSO
<b>Quantity</b>	75 pax
<b>Approved Budget for the Contract (ABC)</b>	PHP 68,850.00
<b>Contract Duration</b>	November 30 - December 2, 2023 (3 days and 2 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 28, 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)
	<b>Lease of Venue, Accommodation and Meals for the conduct of Information Dissemination on the 2022 Provincial Product Accounts (PPA) of PSA Aklan PSO</b>  <b>November 30 - December 2, 2023 *3 days and 2 nights - for CO personnel only</b>				-		
	Accommodation (double sharing, for 2 nights; Nov. 30 and Dec. 1, for 2 CO personnel)	Room	1	3,000.00	6,000.00		
	Accommodation (double sharing for 1 night; Nov. 30 only, for RD, 2 RO staff and CSS)	Room	2	3,000.00	6,000.00		
	November 30, 2023 (check-in)	pax	-	-	-		
	Dinner	pax	7	400.00	2,800.00		
	December 1, 2023 (check-out of RD, RO staff and CSS)	-	-	-	-		
	Complimentary breakfast	pax	6	-	-		
	AM Snacks	pax	75	150.00	11,250.00		
	Lunch	pax	75	400.00	30,000.00		
	Dinner	pax	2	400.00	800.00		
	December 2, 2023 (check-out of CO staff)	-	-	-	-		
	Complimentary breakfast	pax	2	-	-		
	Lease of Venue, for 5 hours	day	1	12,000.00	12,000.00		
	Participants: 2 CO staff, 1 RD, 3 RO staff, 1 CSS, 1 SSS, 9 technical staff, 58 participants						
	Amenities and Other requirements: * Function Room (for 5 hours) *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, 3 microphones, with audio video system, * free toiletries and drinking water <b>Specs for AM/PM Snacks: Packaging: Recyclable (e.g. carton or paper-made material, wooden spoon and fork, paper cups, paper straws</b>  <b>Specs for Breakfast/Lunch/Dinner: Buffet style catering service: Reusable plates, mugs and cutlery</b>						
	<b>Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guideline on the Procurement of Meals and Catering Services for Philippine Statistics Authority 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</b>						
<b>TOTAL =</b>							

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.: \_\_\_\_\_

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

\_\_\_\_\_  
Address

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