

Republic of the Philippines **PHILIPPINE STATISTICS AUTHORITY** Aklan Provincial Statistical Office

Kalibo. Aklan

REGIONAL BIDS AND AWARDS COMMITTEE Tel Nos: (033) 335-0316 / (033) 335-0907

## **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 "Procurement of Lease of Venue, Meals and Room Accommodation 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	Procurement of Lease of Venue, Meals and Room Accommodation 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: 2023-0604-12-122						
Location	Aklan						
Brief Description	Procurement of Lease of Venue, Meals and Room Accommodation 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	January 2-8, 2024 (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 December 21, 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 Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amour (VAT Inclusive)
Ì	of Very Annual deter and Maria for			1000	1. 1. 2. 2. A.	1 1	
	Lease of Venue, Accommodation and Meals for the conduct of 3rd Level Training of January						
	2024 Labor Force Survey (LFS )and 2023 Family						
	ncome and Expenditure Survey (FIES) Visit 2 of PSA Aklan PSO						
	January 2-8, 2024 (7 days and 6 nights)						
	January 2, 2024 (check-in)						
	Room Accommodation (Double Sharing for 6 hights)	room	10	2,800.00	168,000.00		
	Room Accommodation (Triple Sharing for 6 nights)	room	5	3,600.00	108,000.00		
- 1	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		1
- 1	January 3, 2024 (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		65	150.00	9,750.00		
	Dinner	pax pax	35	400.00	14,000.00		
	January 4, 2024 (day 3)	Par		400.00	14,000.00		
	Complimentary Breakfast	pax	35				
	AM Snacks	pax	65	150.00	9,750.00		
- 1	Buffet Lunch		65	400.00	26,000.00		
	Buffet Lunch PM Snacks	pax	65	150.00	9,750.00		
- 1	PM Snacks Dinner	pax	35	400.00	14,000.00		
- 1		pax	35	400.00	14,000.00		
- 1	January 5, 2024 (day 4)	0.014	35	1.0	122		
	Complimentary Breakfast	pax	65		0.750.00		
	AM Snacks	pax		150.00	9,750.00		
- 1	Buffet Lunch	pax	65	400.00	26,000.00		
- 1	PM Snacks	pax	65	150.00	9,750.00		
	Dinner	pax	35	400.00	14,000.00		31
	January 6, 2024 (day 5)						
- 1	Complimentary Breakfast	pax	35		0.750.00		
- 1	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		
- 1	Dinner	pax	35	400.00	14,000.00		
	January 7, 2024 (day 6)						
- 1	Complimentary Breakfast	pax	35				
	AM Snacks	pax	65	150.00	9,750.00		
- 1	Buffet Lunch	pax	65	400.00	26,000.00		
- 1	PM Snacks	pax	65	150.00	9,750.00		
	Dinner	pax	35	400.00	14,000.00		
	January 8, 2024 (check-out)						
	Complimentary Breakfast	pax	35				
	AM Snacks	pax	65	150.00	9,750.00		
- 1	Buffet Lunch	pax	65	400.00	26,000.00		
	PM Snacks	pax	65	150.00	9,750.00		
	Participants: 1 SSS, 1 FP, 3 AFP/trainers, 6 TSs, 5	4 SRs )					
			1				
	Specs for AM/PM Snacks						
	Packaging : Recyclable (e.g., carton or paper-made material, wooden spoon and fork paper cups, paper						
	straws						
	Specs for Lunch						
	Buffet style catering service: Reusable plates,						
	mugs and cutlery						
	Note: Food service and packaging shall be in compliance with the Office MEMO No. 2023-178,						
	entitled Guidelines on the Procurement of Meals						
	and Catering Services for Phil. 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.						
	Additional requirements:						
	<ul> <li>with audio-visual system &amp; provision of at least 2 microphones, projectors and white screen</li> </ul>						
	-provision of white board, marker and eraser						
	- free flowing coffee/tea						
	- free use Flat Iron						
	• * request for menu						
	* 2 Main Dish, Vegetables/Soup, Dessert, Rice - Meals for Lunch/Dinner should be variations of						
			1	1			1
	meat, fish and vegetables						

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

Name of Company	
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Date:		
Tel. No.:	 	
Fax No: _		

Email Address:

Address