



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

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Antique Provincial Statistical Office through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under 53.10 (Lease of Venue and Real Property) for the "Procurement of Meals and Accommodation for the conduct of Provincial Planning Workshop for PSA Antique PSO." Details of the project is as follows:

Name of Project	Procurement of Meals and Accommodation for the conduct of Provincial Planning Workshop for PSA Antique PSO.
Reference	PR No. 2023-0606-12-108
Location	San Jose, Antique
Brief Description	Procurement of Meals and Accommodation for the conduct of Provincial Planning Workshop for PSA Antique PSO.
Quantity	30 pax
Approved Budget for the Contract (ABC)	150,000.00
Contract Duration	December 21-23, 2023

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than 10:30 A.M. of December 15, 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 Antique Provincial Statistical Office, 2/F Eagle's Building, Bantayan Road, San Jose, Antique. 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)-3350907.


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)
	Procurement of Meals and Accommodation for the conduct of Provincial Planning Workshop for PSA Antique PSO.					-	
	December 21-23, 2023 (3 days)					-	
	December 21, 2023 (Check-in)						
	A.M. Snacks	pax	30	100.00	3,000.00		
	Lunch	pax	30	400.00	12,000.00		
	P.M. Snacks	pax	30	100.00	3,000.00		
	Dinner	pax	30	400.00	12,000.00		
	Lodging (Twin Sharing Rooms)	pax	30	1,200.00	36,000.00		
	December 22, 2023						
	Complimentary Breakfast	pax	30				
	A.M. Snacks	pax	30	100.00	3,000.00		
	Lunch	pax	30	400.00	12,000.00		
	P.M. Snacks	pax	30	100.00	3,000.00		
	Dinner	pax	30	400.00	12,000.00		
	Lodging (Twin Sharing Rooms)	pax	30	1,200.00	36,000.00		
	December 23, 2023						
	Complimentary Breakfast	pax					
	A.M. Snacks	pax	30	100.00	3,000.00		
	Lunch	pax	30	400.00	12,000.00		
	P.M. Snacks (Check-out)	pax	30	100.00	3,000.00		
	Condition:						
	<i>With complimentary breakfast</i>						
	<i>Submit food menu together with RFQ</i>						
	<i>Lunch is buffet and includes main dish, appetizer, soup, rice and drinks</i>						
	<i>Preferably no toasted/garlic bread for snacks.</i>						
	<i>With Free flowing coffee</i>						
	<i>Provision of two (2) key cards</i>						
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

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____