REGIONAL BIDS AND AWARDS COMMITTEE Tel Nos: (034) 435-0574 or (034) 707-4486

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Negros Occidental 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, Meals and Accommodation for the Conduct of PhilSys Birth Registration Assistance Project (PBRAP) Year End Evaluation of Capiz Provincial Statistical Office" Details of the project is as follows:

Name of Project	Lease of Venue, Meals and Accommodation for the Conduct of PhilSys Birth Registration Assistance Project (PBRAP) Year End Evaluation of Capiz Provincial Statistical Office
Reference	PR No. 2023-0645-11-082
Location	Capiz
Brief Description	Lease of Venue, Meals and Accommodation for the Conduct of PhilSys Birth Registration Assistance Project (PBRAP) Year End Evaluation of Capiz Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	PhP 59,220.00
Contract Duration	December 13-14, 2023

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 Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat\SubTWG at Tel. No.(034) 435-0574 or (034) 707-4486.

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. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
- 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.

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)	Indicate Brand and Source of Goods (Local or Specifiy country of origin)
	Lease of Venue, Meals and Accommodation for the Conduct of PhilSys Birth Registration Assistance Project (PBRAP) Year End Evaluation of Capiz Provincial Statistical Office							
	December 13, 2023							
	Lunch	pax	22	450.00	9,900.00			
	PM Snacks	pax	22	180.00				
	Dinner	pax	22	450.00	9,900.00			
	Lodging (Double/Triple Sharing with free breakfast)	room	9	3,500.00	31,500.00			
	December 14, 2023							
	Complimentary Breakfast	pax	22					
	AM Snacks	pax	22	180.00	3,960.00			

Participants:

22 pax (18 C/MCRs and Staff, 2 PBRAP Personnel,

1 CSS, 1 Driver)

Condition:

Free use of function room
With Free Flowing Tea/Coffee
Lunch and Dinner are Buffet style services includes 1
3 Main dish, 1 appetizer, 1 soup, rice, dessert and drinks
With free Wi-Fi and use of sound/audio equipment
Good ventilation for training venue
Provision of two (2) Key Cards and free use of flat

iron Submit Food Menu together with RFQ

TOTAL =	
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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:			
rimed Name/Signature/Fosition	Tel. No.:			
Name of Company	Fax No:			
	Email Address:			
Address				