Magallanes St., Roxas City, Capiz

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (036) 621-0127/621-5963

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Capiz 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 Venue, Meals and Accommodation for PhilSys 2023 Operations Year-End Assessment-Workshop of Capiz Provincial Statistical Office." Details of the project is as follows:

Name of Project	Procurement of Venue, Meals and Accommodation for PhilSys 2023 Operations Year-End Assessment-Workshop of Capiz Provincial Statistical Office			
Reference	PR No. 2023-0619-11-090			
Location	Capiz			
Brief Description	Procurement of Venue, Meals and Accommodation for PhilSys 2023 Operations Year-End Assessment-Workshop of Capiz Provincial Statistical Office			
Quantity	As stated in the bid form			
Approved Budget for the Contract (ABC)	P87,920.00			
Contract Duration	December 22-23, 2023			

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later 10:00 A.M. of December 5, 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 <u>Capiz Provincial Statistical Office</u>, <u>Magallanes St., Roxas City, Capiz</u>. 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) 621-0127 or 621-5963.

WILLIAM G. JARC BAC Chairpewrson

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 Venue, Meals and Accommodation for PhilSys 2023 Operations Year-End Assessment- Workshop of Capiz Provincial Statistical Office						
	December 22-23, 2023 December 22, 2023 (Check in) Lunch PM Snacks Dinner Lodging (Double/Triple Sharing with free breakfast) Lodging (Single Sharing with free breakfast)	pax pax pax room room	36 36 36 10 2	480.00 180.00 480.00 3,500.00 2,700.00	17,280.00 6,480.00 17,280.00 35,000.00 5,400.00		
	December 23, 2023 Complimentary Breakfast AM Snacks	pax pax	36 36	180.00	6,480.00		
	Participants: 36 pax(1 CSS, 1 SSS, 5 PhilSys Office based COSW, 29 Fiels COSW) Condition: Free use of function room With Free flowing Tea/Coffee Lunch and Dinner are Buffet and includes 3 Main Dish, 1 Appetizer, 1 soup, Rice and Drinks With Free WiFi connection Good Ventilation Provision of Two (2) Key Card Free use of flat iron					TOTAL =	
						TOTAL =	

After having carefully read and accepted your Terms and Conditions.	I/We quote you on the item at prices noted above.
	Date:
Printed Name/Signature/Position	Tel. No.:
Name of Company	Fax No:
· ·	Email Address:
Address	