



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 “Lease of Venue, Meals and Accommodation for 2023 Family Income and Expenditures Survey (FIES - Second Visit) 3rd Level Training for Capiz Provincial Statistical Office.” Details of the project is as follows:

Name of Project	Lease of Venue, Meals and Accommodation for 2023 Family Income and Expenditures Survey (FIES - Second Visit) 3rd Level Training for Capiz Provincial Statistical Office
Reference	PR No. 2023-0619-12-100
Location	Capiz
Brief Description	Lease of Venue, Meals and Accommodation for 2023 Family Income and Expenditures Survey (FIES - Second Visit) 3rd Level Training for Capiz Provincial Statistical Office
Quantity	As stated in the bid form
Approved Budget for the Contract (ABC)	P541,800.00
Contract Duration	January 3-6, 2024

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 27, 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 Capiz Provincial Statistical Office, Magallanes St., Roxas City, Capiz. 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. 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)
	Lease of Venue, Meals and Accommodation for 2023 Family Income and Expenditures Survey (FIES - Second Visit) 3rd Level Training for Capiz Provincial Statistical Office Date: January 3-6, 2024 (4 days and 3 nights)						
	January 3, 2024						
	AM Snacks	pax	70	180.00	12,600.00		
	Lunch	pax	70	480.00	33,600.00		
	PM Snacks	pax	70	180.00	12,600.00		
	Dinner	pax	60	480.00	28,800.00		
	Lodging (Triple Sharing with free breakfast)	room	20	3,400.00	68,000.00		
	Lodging (Single Sharing with free breakfast)	room	2	2,700.00	5,400.00		
	January 4, 2024						
	AM Snacks	pax	70	180.00	12,600.00		
	Lunch	pax	70	480.00	33,600.00		
	PM Snacks	pax	70	180.00	12,600.00		
	Dinner	pax	60	480.00	28,800.00		
	Lodging (Triple Sharing with free breakfast)	room	20	3,400.00	68,000.00		
	Lodging (Single Sharing with free breakfast)	room	2	2,700.00	5,400.00		
	January 5, 2024						
	AM Snacks	pax	70	180.00	12,600.00		
	Lunch	pax	70	480.00	33,600.00		
	PM Snacks	pax	70	180.00	12,600.00		
	Dinner	pax	60	480.00	28,800.00		
	Lodging (Triple Sharing with free breakfast)	room	20	3,400.00	68,000.00		
	Lodging (Single Sharing with free breakfast)	room	2	2,700.00	5,400.00		
	January 6, 2024 (Check Out)						
	Complimentary Breakfast	pax					
	AM Snacks	pax	70	180.00	12,600.00		
	Lunch	pax	70	480.00	33,600.00		
	PM Snacks	pax	70	180.00	12,600.00		
	Participants: 70 pax(1 CSS, 1 SSS/PF, 2 AFP, 58 Statistical Researchers, 6 Team Supervisors, 1 COSW & 1 PSO Staff)						
	Condition:						
	Free use of 2 Function Rooms for 2 classes (32 pax/class) with good ventilation, with free WIFI and use of sound/audio equipment;						
	Free flowing Tea/Coffee						
	Lunch and Dinner- In Buffet style services includes 3 main dish, 1 appetizer, 1 soup, rice, dessert and drinks (limited serving of soda)						
	Provision of two (2) Key Cards and free use of flat iron						
	Submit Food Menu together with RFQ						
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

Date: _____

Name of Company

Tel. No.: _____

Address

Fax No: _____

Email Address: _____