



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office No. 6
Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Negotiated Procurement under Section 53.10 ((Lease of Real Property and Venue), for the procurement of Venue, Meals and Accommodation for the 2024 Provincial Planning Workshop of PSA Guimaras Provincial Statistical Office. Details of the project is as follows:

Name of Project	Procurement of Venue, Meals and Accommodation for the 2024 Provincial Planning Workshop of PSA-Guimaras Provincial Statistical Office
Reference	PR No.: 2023-0679-11-094
Location	Guimaras
Brief Description	Procurement of Venue, Meals and Accommodation for the 2024 Provincial Planning Workshop of PSA-Guimaras Provincial Statistical Office
Quantity	20 Pax
Approved Budget for the Contract (ABC)	Php162,000.00
Contract Duration	December 04 - 07, 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 A.M. of November 23, 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 Regional Statistical Services Office No. 6, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No.(033) 335-0316 or (033) 335-0907.


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 Terms of payment shall be made through check payable to the supplier.
- 5 Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your PhilGeps Registration, DTI/SEC registration, Municipal and business permit, current ITR and sanitary permit.
- 6 Award of contract shall be made to the lowest quotation, and complies with specifications and other terms and conditions as stated in the RFQ.
- 7 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.
- 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.
- 9 No partial Quotation\Delivery.

BID FORM

Item No.	Item Description and Specifications/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	
Lot 1	Procurement of Venue, Meals and Accommodation for the 2024 Provincial Planning Workshop of PSA- Guimaras Provincial Statistical Office							
	December 4 - 7, 2023 (3 days)							
	December 4, 2023 (Check-In)							
	AM Snacks	pax	20	150.00	3,000.00			
	Lunch	pax	20	400.00	8,000.00			
	PM Snacks	pax	20	150.00	3,000.00			
	Dinner	pax	20	400.00	8,000.00			
	Lodging (Twin Sharing with free breakfast)	pax	20	1,600.00	32,000.00			
	December 5, 2023							
	Complimentary Breakfast	pax	20	-	-			
	AM Snacks	pax	20	150.00	3,000.00			
	Lunch	pax	20	400.00	8,000.00			
	PM Snacks	pax	20	150.00	3,000.00			
	Dinner	pax	20	400.00	8,000.00			
	Lodging (Twin Sharing with free breakfast)	pax	20	1,600.00	32,000.00			
	December 6, 2023							
	Complimentary Breakfast	pax	20	-	-			
	AM Snacks	pax	20	150.00	3,000.00			
	Lunch	pax	20	400.00	8,000.00			
	PM Snacks	pax	20	150.00	3,000.00			
	Dinner	pax	20	400.00	8,000.00			
	Lodging (Twin Sharing with free breakfast)	pax	20	1,600.00	32,000.00			
	December 7, 2023							
	Complimentary Breakfast	pax	20	-	-			
	Participants: 20 pax							
	<i>8 Regular Staff, 2 Contractual, 4 Regular COSW, 3 PFP (PPA, PBRAP, PhilSys), 2 PhilSys Staff (ISA I, Admin Aide), 1 CBMS ISA I</i>							
	Condition:							
	<i>Free Flowing Tea/Coffee</i>							
<i>Meals are Buffet and Includes 2 Main Dish, 1 Appetizer, 1 Soup, Rice and Drinks</i>								

Free use of Flat Iron						
Provision of Two (2) Key Cards						
Submit Food Menu together with RFQ						
Total				162,000.00		

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: _____