

**REGIONAL BIDS AND AWARDS COMMITTEE** 

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

## **REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) through its Regional Office Bids and Awards Committee (RO-BAC) will undertake will undertake Negotiated Procurement under Section 53.10, for the "Procurement of Venue, Meals and Accommodation for the conduct of 2024 Division Planning Workshop (DPW) of PSA Regional Statistical Services Office 6 Regional." Details of the project is as follows:

Name of Project	Procurement of Venue, Meals and Accommodation for the conduct o 2024 Division Planning Workshop (DPW) of PSA RSSO VI.				
Reference	PR No. 2023-0600-11-218				
Location	Iloilo City				
Brief Description	Venue, Meals and Accommodation for the conduct of 2024 Division Planning Workshop (DPW) of PSA RSSO VI.				
Quantity	40 pax				
Approved Budget for the Contract (ABC)	Php 258,000.00				
Contract Duration	December 20-22, 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 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, 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\Sub-TWG at Tel. No.(033) 335-0316 or (033) 335-0907.

## **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.

LIAM G. JARO Chairpewrson

## **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)
	Venue, Meals and Accommodation for the conduct of 2024 Division Planning Workshop (DPW) of PSA RSSO VI. (December 20-22, 2023)						
	December 20, 2023						
	Check-in						
	AM Snacks	pax	40	200.00	8,000.00		
	Lunch	рах	40	450.00	18,000.00		
	PM Snacks	рах	40	200.00	8,000.00		
	Dinner	рах	40	450.00	18,000.00		
	Lodging (double/twin sharing)	рах	40	1,500.00	60,000.00		
	December 21, 2023	Pux		1,300.00	00,000.00		
	Complimentary Breakfast	pax	40	_	_		
	AM Snacks	рах	40	200.00	8,000.00		
	Lunch	рах	40	450.00	18,000.00		
	PM Snacks	рах	40	200.00	8,000.00		
	Dinner	pax	40	450.00	18,000.00		
	Lodging (double/twin sharing)	pax	40	1,500.00	60,000.00		
	December 22, 2023	Pun			33,333.33		
	Complimentary Breakfast	pax	40	_	_		
	AM Snacks	pax	40	200.00	8,000.00		
	Lunch	pax	40	450.00	18,000.00		
	PM Snacks	pax	40	200.00	8,000.00		
	Check-out	•			·		
	Participants: 40 pax - (ORD-3, CRASD-13, CRS-9, SOCD-15)						
	Condition:						
	Free use of function room that can						
	accommodate 36 pax						
	Free Flowing Tea/Coffee						
	Lunch & Dinner - Buffet and Includes 2 Main						
	Dish, 1 Appetizer, 1 Soup, Dessert, Rice and Drinks						
	Submit Food Menu together with RFQ						
	provision for sound system and at least four (4)						
	microphones						
	with strong wifi connection at the venue and rooms						
	participants may increase or decrease by 10%						
	participants may mercase or decrease by 1070						
				-		TOTAL =	