



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION X – NORTHERN MINDANAO

REQUEST FOR QUOTATION
RFQ No. 175

Date: **17 August 2023**

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. (**required**): _____


The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), will undertake an Alternative Mode of Procurement through Negotiated Procurement – Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

Name of Project	Lease of Venue with Meals and Snacks for the 10th PSA Anniversary Exhibit and Grand Caravan
Location	Cagayan de Oro City
Date of Event	05 September 2023
Quantity	See attached bid form
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Two Hundred Sixty-Two Thousand Five Hundred Pesos Only. (PhP262,500.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **21 August 2023, 12:00NN**, subject to the Terms and Conditions provided in this RFQ. If you haven't provided the PSA a copy of your **Mayor's/Business Permit** and **PhilGEPS Registration Number**, please submit these documents along with your accomplished quotation.

Submit the **signed and sealed** quotation to the PSA Canvasser or may submit personally to the ROBAC Secretariat at the address stated below or thru email at psa10rbac@gmail.com.

For any clarification, you may contact **Ms. Margie Mae L. Pino** at **09274518492**.


SARAH B. BALAGBIS
ROBAC Chairperson



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Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
<http://rsso10.psa.gov.ph> psaregion10@gmail.com

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form, Failure to use this form will result to disqualification of your bid.
2. Price quotation must be valid for a period of 45 calendar days from the date of submission.
3. Price quotation, in peso denomination, shall include all taxes, duties and/or other charges.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Late submission of quotation shall not be accepted.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The Table of Rating Factors for Lease of Venue as provided in the IRR of RA 9184 shall be used in the evaluation of the venue. The passing rate is 90 percent.
8. Award of contract shall be made to the supplier with the lowest quotation which complies with the minimum technical specifications and has complied with the general conditions stated herein.
9. In case of two or more bidders are determined to have the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, the PSA shall adopt and employ 'draw lots' as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be prepared through check/Advice to Debit Account (ADA) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
11. The PSA reserves the right to reject any or all quotations, to declare failure of bidding, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

BID FORM

Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify the entire quotation.
5. Failure to use this form will disqualify your quotation.
6. Please do not leave any blank items. Indicate "0" if item is being offered for free.

After having carefully read and accepted the Terms and Conditions. I/We submit our quotation for the item/s as follows:

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
A	B	C	D	E	F = Dx E	G	H	
I.	Availability							
1	One function room good for 150 pax available for use from 7:00AM to 5:00 PM on 05 September 2023							
2	Function Room availability for physical setup on 04 September 2023 2:00PM.							
II.	Location and Site Condition							
1	Accessibility							
2	Within Limketkai area in Cagayan de Oro City*							
	With access to main roads and highways*							
	Parking Space							
	With free parking space reserved within or near venue*							
III.	Neighborhood Data							
1	Sanitation and health condition							
2	Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority.							
	Health status screening* at hotel entrance (temperature check, health status declaration).							
	Disinfecting station* at hotel entrance (e.g. foot bath and alcohol station)							
	Police and fire station							
	Proximity to Police and Fire Stations							
3	Restaurant							
	Proximity to restaurants							
4	Banking, Postal and Telecom							
	Proximity to banks, postal and telecommunications service provider							
IV.	Venue							
1	Structural Condition							

	The foundation is made of concrete and structural steel materials or combination of both*							
2.1	Functionality of function room							
	Classroom type							
	Room must not have pillars, If any, pillars must not obstruct participants' view of stage and projector screen.							
	Well-lighted and well-ventilated function room							
	Comfortable and wide space for at most 150 pax, space enough to implement physical distancing							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	Free provision of the following:							
	Secretariat table*	pc	2					
	a. Tables for the projector*	pc	2					
	b. Technical Team table*	pc	1					
	c. Projector screen	pc	2					
	d. Wireless Microphone units*	pc	2					
	e. Podium and elevated platform (stage)	pc	1					
	f. Philippine flag and pole*	pc	1					
	g. With 24-hour back-up generator set							
	h. Waived electricity charges for use of laptops and projector							
	i. Dedicated internet connection to the function room (not shared with other function rooms)							
	j. Provision of strong and reliable internet connection for video conferencing with minimum speed of 10mbps. Specify internet speed: _____							
	k. Audible/operational sound system with standby technician*							
	l. Audio mixer must have independent microphone outputs.*							
3	Facilities							
	Water supply and toilet Continuous water supply and accessible and adequate number of comfort rooms*							
	Elevators At least one (1) operational elevator available 24/7*							

	Fire escapes and fire-fighting equipment Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*							
	Internet and Telecommunications Available telephone and/or internet connection 24/7 within the premises of the building*							
4	Other requirements							
	Maintenance Provision of janitorial and maintenance services*							
	Attractiveness Ambience promotes learning*							
5	Security Adequate security services 24/7*							
	On call medical personnel in case of emergency*							
	Catering Services							
	AM Snacks with Beverage* 05 September 2023	pax	150					
	Managed Buffet for lunch with the following menu*: Fruits, Dessert, Soup, four main courses (combination of seafood, fish, chicken, beef, noodles/vegetables), rice, soft drinks 05 September 2023	pax	29					
	PM Snacks with Beverage 05 September 2023	pax	29					
	Free-flowing coffee 05 September 2023							
	PSA is allowed to add pax for meals on the day of the function whenever necessary.							
	TOTAL OFFERED PRICE (in words and in figures)							

Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No: _____

Date: _____