



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
BUKIDNON

REQUEST FOR QUOTATION
RFQ No. 2023-07-105A

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No.: _____

The Philippine Statistics Authority – Provincial Statistical Office Bukidnon (PSA – Bukidnon) through its Sub-Technical Working Group, intends to procure in accordance with **Section 53.10 (Lease of Venue and Real Property)** 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 2022 Census of Agriculture and Fisheries Household and Barangays Interview Third Level Training
Location	Bukidnon (see the attached file for the training Venues)
Date of Event	23-29 August 2023 (Batch 2)
Quantity	Refer to the Delivery Requirement
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Lot 5. One Hundred Seventy-Seven Thousand One Hundred Pesos Only (PhP 177,100.00) Lot 6. One Hundred Thirty-Three Thousand Pesos Only (PhP 133,000.00) Lot 8. One Hundred Fifty-Seven Thousand Five Hundred Pesos Only (PhP 157,500.00) Lot 17. Three Hundred Nine Thousand Four Hundred Pesos Only (PhP 309,400.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **18 August 2023, 12:00 PM**, subject to the Terms and Conditions provided at the last page of this RFQ. If you haven't provided the PSA a copy of your updated **Mayor's/Business Permit, PHILGEPS Registration and latest Income/Business Tax Return**, please submit these documents along with your accomplished quotation.



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Submit the ~~signed and sealed~~ quotation to the PSA Canvasser or may submit personally to
PSA Bukidnon at the address stated below or thru email at psabukprocurement@gmail.com.

For any clarification, you may contact **Ms. Fatima Mae B. Galve** at 0936-805-0850.

ON TRAVEL

HENSYLL R. CABUGSA

Head, Sub-Technical Working Group
PSO Bukidnon

FATIMA MAE B. GALVE

Member, Sub-Technical Working Group
PSO Bukidnon



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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 2016 Revised 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.



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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 (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				E	F = DxE	G	H	
A	B	C	D	E	F = DxE	G	H	
I.	Availability							
1	Function room available for use from 7AM to 8PM on August 23-29, 2023 (including Sunday) that can accommodate the number of pax indicated.							
2	Function Room availability for physical setup on 22 August 2023							
II.	Location and Site Condition							
1	Accessibility							
	With access to main roads and highways*							
2	Parking Space							
	With free parking space reserved within or near venue*							
III.	Neighborhood Data							
1	Sanitation and health condition							
	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)							
2	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							



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IV.	Venue							
	LOT 5 Poblacion, Impasugong		1					
	LOT 6 Poblacion, Kadingilan		1					
	LOT 8 West Kibawe, Kibawe		1					
	LOT 17 Poblacion, Quezon		1					
1.1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2.1	Functionality of function room							
	Classroom setup for number of pax (abides the physical distancing)*							
	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 pax, space enough to implement physical distancing							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	Free provision of the following:							
	a. Secretariat table*	pc	1					
	b. Tables for the projectors*	pc	2					
	c. Projector screen	pc	1					
	d. Microphone units* (preferably wireless)	pc	2					
	e. Philippine flag and pole*	pc	1					
	f. With 24-hour back-up generator set							
	g. Waived electricity charges for use of at most 2 laptops and 2 projectors.							
	h. With dedicated internet connection for a particular function room (not shared with other function rooms)							
	i. Provision of strong and reliable internet connection for video conferencing. Specify internet speed: _____							
3	Facilities							
	Water supply and toilet Continuous water supply and accessible and adequate number of comfort rooms*							
	Fire escapes and fire-fighting equipment Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*							
	Internet and Telecommunications							



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	 BUKIDNON Available telephone and/or internet connection 24/7 within the premises of the building*							
	Audio-visual equipment Audible/operational sound system with standby technician*							
	Audio mixer must have independent microphone outputs*							
4	Other requirements							
	Maintenance Provision of janitorial and maintenance services*							
	Attractiveness Ambience promotes learning*							
	Security Adequate security services 24/7*							
	On call medical personnel in case of emergency*							
5	Catering Services for 7 days 23-29 August 2023							
	AM and PM Snacks Food: Selection of breads, sandwiches, cake slices, native delicacies, pasta Beverages: Selection of bottled tea, bottled juice, or softdrinks Lunch Packed meals (in proper packaging) served with fruits/dessert and three main courses –a combination of 2 variants of seafoods/beef/chicken and 1 variant of noodles/vegetable. Beverages: Selection of bottled tea, bottled juice, or softdrinks *Additional provision of bottled water (500mL) *Strictly no pork **Provision of free-flowing coffee at no additional cost							
	Waived corkage fee for outside food items or “pica-pica”, e.g. chips, nuts, candies, among others							
	LOT 5 - Impasugong (1 class)	pax	29					
	LOT 6 - Kadingilan (1 class)	pax	20					
	LOT 8 - Kibawe (1 class)	pax	25					
	LOT 17 - Quezon (2 classes)	pax	56					
	TOTAL OFFERED PRICE (in words and in figures)							



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Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

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

Date: _____



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SCHEDULE OF DELIVERY REQUIREMENT

LOT No.	Place of Delivery	Pax Per Day	Total Pax	Date of Delivery
5	Poblacion, Impasugong	29 (7 days)	203	23-29 August 2023
6	Poblacion, Kadingilan	20 (7 days)	140	23-29 August 2023
8	West Kibawe, Kibawe	25 (7 days)	175	23-29 August 2023
17	Poblacion, Quezon	28 (7 days)	196	23-29 August 2023
		28 (7 days)	196	23-29 August 2023
			392	