



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

BUKIDNON

REQUEST FOR QUOTATION

RFQ No. 2023-07-105

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	14-20 August 2023 (Batch 1) and 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 1. One Hundred Twenty-eight Thousand One Hundred Pesos Only (PhP 128,100.00) Lot 2. One Hundred Eighty-two Thousand Pesos Only (PhP 182,000.00) Lot 3. Ninety-Eight Thousand Seven Hundred Pesos Only (PhP 98,700.00) Lot 4. One Hundred Sixty-seven Thousand Three Hundred Pesos Only (PhP 167,300.00) Lot 5. One Hundred Seventy-seven Thousand One Hundred Pesos Only (PhP 177,100.00)



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<p>Approved Budget for the Contract (ABC)</p>	<p>Lot 6. One Hundred Twenty-eight Thousand One Hundred Pesos Only (PhP 128,100.00)</p> <p>Lot 7. One Hundred Forty-seven Thousand Seven Hundred Pesos Only (PhP 147,700.00)</p> <p>Lot 8. One Hundred Fifty-two Thousand Six Hundred Pesos Only (PhP 152,600.00)</p> <p>Lot 9. Two Hundred Sixteen Thousand Three Hundred Pesos Only (PhP 216,300.00)</p> <p>Lot 10. Two Hundred six Thousand Five Hundred Pesos Only (PhP 206,500.00)</p> <p>Lot 11. One Hundred Thirty-seven Thousand Nine Hundred Pesos Only (PhP 137,900.00)</p> <p>Lot 12. Four Hundred Eighty-One Thousand Six Hundred Pesos Only (PhP 481,600.00)</p> <p>Lot 13. One Hundred Twenty-three Thousand Two Hundred Pesos Only (PhP 123,200.00)</p> <p>Lot 14. Two Hundred Forty Thousand Eight Hundred Pesos Only (PhP 240,800.00)</p> <p>Lot 15. Two Hundred Ninety Thousand Five Hundred Pesos Only (PhP 290,500.00)</p> <p>Lot 16. One Hundred Eighty-six Thousand Nine Hundred Pesos Only (PhP 186,900.00)</p> <p>Lot 17A. One Hundred Seventy-seven Thousand One Hundred Pesos Only (PhP 177,100.00)</p> <p>Lot 17B. One Hundred Seventy-seven Thousand One Hundred Pesos Only (PhP 177,100.00)</p>
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Approved Budget for the Contract (ABC)

Lot 18. Two Hundred Ninety Thousand Five Hundred Pesos Only
(PhP 290,500.00)

Lot 19. One Hundred Eight Thousand Five Hundred Pesos Only
(PhP 108,500.00)

Lot 20. Two Hundred Eighty-five Thousand Six Hundred Pesos Only
(PhP 285,600.00)

Lot 21. Five Hundred Forty-one Thousand One Hundred Pesos Only
(PhP 541,100.00)

Lot 22. One Hundred Forty-Seven Thousand Seven Hundred Pesos Only
(PhP 147,700.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **31 July 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 and latest Income/Business Tax Return**, please submit these documents along with your accomplished quotation.

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 14-20, 2023 or August 23-29, 2023 (including Sunday) that can accommodate the number of pax indicated.							
2	Function Room availability for physical setup on 13 August 2023 or 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							
1.	Location:							
	LOT 1 Imbatug, Baungon		1					
	LOT 2 Poblacion, Damulog		1					
	LOT 3 Poblacion, Dancagan		1					
	LOT 4 Sur, Don Carlos		1					
	LOT 5 Poblacion, Impasugong		1					
	LOT 6 Poblacion, Kadingilan		1					
	LOT 7 Poblacion, Kalilangan		1					
	LOT 8 West Kibawe, Kibawe		1					
	LOT 9 Poblacion, Kitaotao		1					
	LOT 10 Poblacion, Lantapan		1					
	LOT 11 Poblacion, Libona		1					
	LOT 12 Impalambong, Malaybalay City		2					
	LOT 13 Poblacion, Malitbog		1					
	LOT 14 Tankulan, Manolo Fortich		1					
	LOT 15 North Poblacion, Maramag		2					
	LOT 16 Poblacion, Pangantucan		1					
	LOT 17A Poblacion, Quezon		1					
	LOT 17B Poblacion, Quezon		1					
	LOT 18 Halapitan, San Fernando		2					
	LOT 19 Kisolon, Sumilao		1					
	LOT 20 Barangay 1, Talakag		2					
	LOT 21 Poblacion, Valencia City		3					
	LOT 22 Poblacion, Cabanglasan		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							



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	 <p>BUKIDNON at most 2 laptops and 2 projectors.</p>							
	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 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 14-20 August 2023 or 23-29 August 2023							
	<p>AM and PM Snacks Food: Selection of breads, sandwiches, cake slices, native delicacies, pasta Beverages: Selection of bottled tea, bottled juice, or softdrinks</p> <p>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</p> <p>**Provision of free-flowing coffee at no additional cost</p>							
	Waived corkage fee for outside food items							



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or "pica-pica", e.g. chips, nuts, candies, among others

LOT 1 - Baungon (1 class)	pax	19					
LOT 2 - Damulog (1 class)	pax	30					
LOT 3 - Dangcagan (1 class)	pax	13					
LOT 4 - Don Carlos (1 class)	pax	27					
LOT 5 - Impasugong (1 class)	pax	29					
LOT 6- Kadingilan (1 class)	pax	19					
LOT 7 - Kalilangan (1 class)	pax	23					
LOT 8 - Kibawe (1 class)	pax	24					
LOT 9- Kitaotao (1 class)	pax	37					
LOT 10 - Lantapan (1 class)	pax	35					
LOT 11 - Libona (1 class)	pax	21					
LOT 12 - Malaybalay City (2 classes)	pax	84					
LOT 13 - Malitbog (1 class)	pax	18					
LOT 14 - Manolo Fortich (1 class)	pax	42					
LOT 15 - Maramag (2 classes)	pax	45					
LOT 16 - Pangantucan (1 class)	pax	31					
LOT 17A - Quezon (class 1)	pax	29					
LOT 17B - Quezon (class 2)	pax	29					
LOT 18 - San Fernando (2 classes)	pax	45					
LOT 19 - Sumilao (1 class)	pax	15					
LOT 20 - Talakag (2 classes)	pax	44					
LOT 21 - Valencia City (3 classes)	pax	89					
LOT 22 - Cabanglasan (1 class)	pax	23					

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: _____

SCHEDULE OF DELIVERY REQUIREMENT

LOT No.	Place of Delivery	Pax Per Day	Total Pax	Date of Delivery
1	Imbatug, Baungon	19 (7 days)	133	23-29 August 2023
2	Poblacion, Damulog	30 (7 days)	210	23-29 August 2023
3	Poblacion, Dancagan	13 (7 days)	91	14-20 August 2023
4	Sur, Don Carlos	27 (7 days)	189	23-29 August 2023
5	Poblacion, Impasugong	29 (7 days)	203	23-29 August 2023
6	Poblacion, Kadingilan	19 (7 days)	133	14-20 August 2023
7	Poblacion, Kalilangan	23 (7 days)	161	23-29 August 2023
8	West Kibawe, Kibawe	24 (7 days)	168	23-29 August 2023
9	Poblacion, Kitaotao	37 (7 days)	259	14-20 August 2023
10	Poblacion, Lantapan	35 (7 days)	245	14-20 August 2023
11	Poblacion, Libona	21 (7 days)	147	23-29 August 2023
12	Impalambong, Malaybalay City	42 (7 days)	294	14-20 August 2023
		42 (7 days)	294	14-20 August 2023
			588	
13	Poblacion, Malitbog	18 (7 days)	126	14-20 August 2023
14	Tankulan, Manolo Fortich	42 (7 days)	294	14-20 August 2023
15	North Poblacion, Maramag	23 (7 days)	161	14-20 August 2023
		22 (7 days)	154	14-20 August 2023
			315	
16	Poblacion, Pangantucan	31 (7 days)	217	14-20 August 2023
17	Poblacion, Quezon	29 (7 days)	203	14-20 August 2023
		29 (7 days)	203	14-20 August 2023
			406	
18	Halapitan, San Fernando	22 (7 days)	154	14-20 August 2023
		23 (7 days)	161	14-20 August 2023
			315	
19	Kisolon, Sumilao	15 (7 days)	105	23-29 August 2023
20	Barangay 1, Talakag	23 (7 days)	161	14-20 August 2023
		21 (7 days)	147	14-20 August 2023
			308	



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LOT No.	BUKIDNON Place of Delivery	Pax Per Day		Total Pax	Date of Delivery
21	Poblacion, Valencia City	31 (7 days)		217	14-20 August 2023
		31 (7 days)		217	14-20 August 2023
		27 (7 days)		189	14-20 August 2023
				623	
22	Poblacion, Cabanglasan	23 (7 days)		161	23-29 August 2023