



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
MISAMIS OCCIDENTAL



REQUEST FOR QUOTATION
RFQ No. ____

11 June 2024

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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

The Philippine Statistics Authority – <Name of Province>, will undertake an Alternative Mode of Procurement through Negotiated Procurement – Lease of Real Property and Venue in accordance with Section 53.10 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 for the City/Municipal Level Training of the 2024 POPCEN-CBMS Household Data Collection and Geotagging
Location	within the specified municipalities or cities in Region X
Date of Event	July 1-6, 2024 and July 8-13, 2024
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 Million Two Hundred Thousand Twenty-Nine pesos (PhP 2,229,000)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **17 June 2024, 12:00 NN** 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, Philgeps Registration Number and Annual Income 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 the PSA Provincial Office at the address stated below or thru email at misamisoccidental@psa.gov.ph cc: m.mendez@psa.gov.ph.

For any clarification, you may contact Marjune S. Mendez at 09052211249.

(Sgd) **GEORGETTE F. GAYOMALI**
TWG Chairperson

General 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. Partial bids are allowed. All Goods are grouped in lots listed in the Bid Form. Suppliers shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of evaluation and contract award.
3. Price quotation, in peso denomination, must be valid for a period of 30 calendar days from the date of submission. It 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 and room accommodation. The passing rate is 90 percent.
8. Award of contract shall be made to the supplier with the highest rated bidder compliant to the minimum technical specifications and general terms and conditions stated herein.
9. In case of two or more bidders are determined highest rated bidders, 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. The goods must be delivered according to the requirements specified in this RFQ.
11. 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.
12. 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.

Name and Signature of Authorized Representative:

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 = DxE	G	H	
I. ELIGIBILITY REQUIREMENTS								
1	Copy of Business Permit with Appropriate Line of Business (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
2	2023 Annual Income Tax Return (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
3	Snip of PhilGEPS Registration Number (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
II. TECHNICAL SPECIFICATIONS								
I.	Availability							
1	Function room availability on 01-06 July 2024 (Batch 1)							
	Function room availability on 08-12 July 2024 (Batch 2)							
	Lot 1: Aloran Class 24 pax for Batch 1 Venue: Within Aloran	room	1					
	Lot 2: Baliangao & Calamba Cluster 33 pax for Batch 1 Venue: Within Calamba	room	1					
	Lot 3: Baliangao, Calamba, Concepcion, Lopez Jaena, Plaridel, Sapang Dalaga Supervisors Cluster Class 17 pax on 06 July 2024 Venue: Within Calamba	room	1					
	Lot 4: Bonifacio and Don Victoriano Cluster 40 pax for Batch 1 Venue: Within Bonifacio	room	1					
	Lot 5: Clarin Class 1 26 pax for Batch 1 Venue: Within Clarin	room	1					
	Lot 6: Clarin Class 2 27 pax for Batch 2 Venue: Within Clarin	room	1					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	Lot 7: Concepcion and Sapang Dalaga Cluster 22 pax for Batch 1 Venue: Within Sapang Dalaga	room	1					
	Lot 8: Jimenez Class 27 pax for Batch 2 Venue: Within Jimenez	room	1					
	Lot 9: Panaon and Sinacaban Cluster 26 pax for Batch 1 Venue: Within Jimenez	room	1					
	Lot 10: Aloran, Jimenez, Panaon, Sinacaban Supervisor Class 11 pax for Batch 1 Venue: Within Jimenez	room	1					
	Lot 11: Lopez Jaena Class 23 pax for Batch 1 Venue: Within Lopez Jaena	room	1					
	Lot 12: Oroquieta City Class 1 32 pax for Batch 1 Venue: Within Oroquieta City	room	1					
	Lot 13: Oroquieta City Class 2 31 pax for Batch 1 Venue: Within Oroquieta City	room	1					
	Lot 14: Oroquieta City Supervisor Class 10 pax on 13 July 2024 Venue: Within Oroquieta City	room	1					
	Lot 15: Ozamiz City Class 1 36 pax for Batch 1 Venue: Within Ozamiz City	room	1					
	Lot 16: Ozamiz City Class 2 36 pax for Batch 2 Venue: Within Ozamiz City	room	1					
	Lot 17: Ozamiz City Class 3 35 pax for Batch 2 Venue: Within Ozamiz City	room	1					
	Lot 18: PSA Class 1 - Bonifacio, Clarin, Tudela, Don Victoriano Chiongbian 18 pax on 06 July 2024 Venue: Within Ozamiz City	room	1					
	Lot 19: PSA Class 2 – Ozamiz City and Tangub City 22 pax on 13 July 2024 Venue: Within Ozamiz City	room	1					
	Lot 20: Plaridel Class 40 pax for Batch 1 Venue: Within Plaridel	room	1					
	Lot 21: Tudela Class 34 pax for Batch 1 Venue: Within Tudela	room	1					
	Lot 22: Tangub City Class 1 28 pax for Batch 1 Venue: Within Tangub City	room	1					
	Lot 27: Tangub City Class 2 28 pax for Batch 2 Venue: Within Tangub City	room	1					
2	Allowed set-up at 4-7 PM on 30 June 2024 for batch 1 08 July 2024 for batch 2							
II.	Location and Site Condition							
1	Accessibility Near downtown area							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
III.	Neighborhood Data							
1	Sanitation and health condition							
	Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority							
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							
IV.	Venue							
1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2	Functionality of function room							
	Classroom setup							
	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 number of pax specified in I.1, 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* with 3 chairs	pc	1					
	Table for the Tech Booth with 2 chairs	pc	1					
	Tables for the projectors*	pc	2					
	Projector screen, big size	pc	2					
	Microphone units*	pc	4					
	Podium	pc	1					
	Philippine flag and pole*	pc	1					
	With 24-hour back-up generator set							
	Waived electricity charges for use of desktops, laptops and projectors.							
	With dedicated internet connection for a particular function room (not shared with other function rooms)							
	Provision of strong and reliable fiber* internet connection for video conferencing. Specify internet speed: 50mbps							
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							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	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							
	July 1-5 (Batch 1) AM/PM Snacks and Lunch							
	July 8-12 (Batch 2) AM/PM Snacks and Lunch							
	July 6 (Batch 1) AM/PM Snacks and Lunch for the Supervisor's Class							
	July 13 (Batch 2) AM/PM Snacks and Lunch for the Supervisor's Class							
	Any day from July 1-12 (at most 3 days) AM/PM Snacks and Lunch for reserved pax (regional and CO supervisors, if there are any)							
	Lot 1: Aloran Class July 1-5, 2024, 24 pax	packs	120					
	RO and CO supervisors	packs	9					
	Total							
				PhP 96,750				
				ABC				
	Lot 2: Baliangao and Calamba Cluster July 1-5, 2024, 33 pax	packs	165					
	RO and CO supervisors	packs	9					
	Total							
				PhP 130,500				
				ABC				
	Lot 3: Baliangao, Calamba, Concepcion, Lopez Jaena, Plaridel, Sapang Dalaga Supervisors Cluster Class July 6, 2024, 17 pax	packs	17					
	Total							
				PhP 12,750				
				ABC				
	Lot 4: Bonifacio and Don Victoriano Chiongbian Cluster July 1-5, 2024, 40 pax	packs	200					
	RO and CO supervisors	packs	9					
	Total							
				PhP 161,250				
				ABC				
	Lot 5: Clarin Class 1 July 1-5, 2024, 26 pax	packs	130					
	RO and CO supervisors	packs	9					
	Total							
				PhP 97,500				
				ABC				
	Lot 6: Clarin Class 2 July 8-12, 2024, 27 pax	packs	135					
	RO and CO supervisors	packs	9					
	Total							
				PhP 108,000				
				ABC				

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	Lot 7: Concepcion and Sapang Dalaga Cluster July 1-5, 2024, 22 pax	packs	110					
	RO and CO supervisors	packs	9					
	Total							
				PhP 93,750 ABC				
	Lot 8: Jimenez July 08-13, 2024, 27 pax	packs	135					
	RO and CO supervisors	packs	9					
	Total							
				PhP 112,500 ABC				
	Lot 9: Panaon and Sinacaban Cluster July 1-5, 2024, 26 pax	packs	130					
	RO and CO supervisors	packs	9					
	Total							
				PhP 108,750 ABC				
	Lot 10: Aloran, Jimenez, Panaon, Sinacaban Supervisors Cluster 06 July 2024, 11 pax	packs	130					
	Total							
				PhP 8,250 ABC				
	Lot 11: Lopez Jaena Class July 1-5, 2024, 23 pax	packs	115					
	RO and CO supervisors	packs	9					
	Total							
				PhP 97,500 ABC				
	Lot 12: Oroquieta Class 1 July 1-5, 2024, 32 pax	packs	160					
	Total							
				PhP 120,000 ABC				
	Lot 13: Oroquieta Class 2 July 8-12, 2024, 31 pax	packs	160					
	RO and CO supervisors	packs	9					
	Total							
				PhP 123,000 ABC				
	Lot 14: Oroquieta Supervisors Class 13 July 2024, 10 pax	packs	50					
	Total							
				PhP 7,500 ABC				
	Lot 15: Ozamiz City Class 1 July 1-5, 2024, 36 pax	packs	180					
	Total							
				PhP 135,000 ABC				
	Lot 16: Ozamiz City Class 2 July 8-12, 2024, 36 pax	packs	180					
	Total							
				PhP 135,000 ABC				
	Lot 17: Ozamiz City Class 3 July 8-12, 2024, 31 pax	packs	175					
	RO and CO supervisors	packs	9					
	Total							
				PhP 175,000 ABC				
	Lot 18: Bonifacio, Clarin, Tudela, Don Victoriano Chiongbian Supervisors Cluster 06 July 2024, 11 pax	packs	90					
	Total							
				PhP 13,500 ABC				

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				Lot 19: Ozamiz City and Tangub City Supervisors Cluster 13 July 2024, 11 pax	packs	110		
	Total							
	PhP 16,500 ABC							
Lot 20: Plaridel Class July 1-5, 2024, 40 pax	packs	200						
RO and CO supervisors	packs	9						
	Total							
	PhP 161,250 ABC							
Lot 21: Tudela Class July 1-5, 2024, 34 pax	packs	170						
RO and CO supervisors	packs	9						
	Total							
	PhP 138,750 ABC							
Lot 22: Tangub City Class 1 July 1-5, 2024, 28 pax	packs	140						
	Total							
	PhP 105,000 ABC							
Lot 23: Tangub City Class 2 July 1-5, 2024, 27 pax	packs	135						
RO and CO supervisors	packs	9						
	Total							
	PhP 108,000 ABC							
Snack Meals								
With Cold Juice/Tea Drinks								
Non-pork								
Choice of pastry products (sandwiches, cakes, etc.), burger, pasta, or native Filipino food/kakanin								
Lunch Meals								
With Soda Drinks								
Rice								
3 viands – combination of 2 protein dish (fish, chicken, or beef), 1 type of noodle or vegetable dish								
Provision of flowing drinking water								
The number of pax is not guaranteed. This is for budgetary purposes only.								
PSA will be allowed to finalize the guaranteed pax at least 3 days before the event.								
PSA will be allowed to make additional orders out of the reserved pax, 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: _____