



REQUEST FOR QUOTATION
RFQ No. 2024-06-034

11 JUNE 2024

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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

The Philippine Statistics Authority – Misamis Oriental, 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 Iligan City (HUC) Level Training of the 2024 POPCEN-CBMS Household Data Collection and Geotagging
Location	within the Iligan city in Region X See attached bid form
Date of Event	July 1-5, 2024 See attached bid form
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)	Lot 1: Iligan City (Class 1) - One Hundred Eighty Three Thousand Seven Hundred Fifty Pesos (183,750.00) Lot 2: Iligan City (Class 1) - One Hundred Eighty Three Thousand Seven Hundred Fifty Pesos (183,750.00) Lot 3: Iligan City (Class 2) – One Hundred Eighty Three Thousand Seven Hundred Fifty Pesos (183,750.00) Lot 4: Iligan City (Class 3) – One Hundred Eighty Three Thousand Seven Hundred Fifty Pesos (183,750.00) Lot 5: Iligan City (Class 4) – One Hundred Eighty Three Thousand Seven Hundred Fifty Pesos (183,750.00) Lot 6: Iligan City (Class 5) – One Hundred Eighty Thousand Pesos (180,000.00) Lot 7: Iligan City (Class 1) – Thirty Thousand Pesos (30,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **14 June 2024, 5:00 PM** 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 2023 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 lanadelnorte@psa.gov.ph.



For any clarification, you may contact Osler M. Mejares at 221-3275


EDDIE B. MINISTERIO, JR.
TWG

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)							
	Lot 1: Iligan City (Class 1) 49 pax	room	1					
	Lot 2: Iligan City (Class 2) 49 pax	room	1					
	Lot 3: Iligan City (Class 3) 49 pax	room	1					
	Lot 4: Iligan City (Class 4) 49 pax	room	1					
	Lot 5: Iligan City (Class 5) 49 pax	room	1					
	Lot 6: Iligan City (Class 6) 48 pax	room	1					
	Function room availability on 13 July 2024							
	Lot 7: Iligan City (Class 7) 40 pax	room	1					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
2	Allowed set-up at 4-7 PM on 30 June 2024 or 07 July 2024, whenever applicable							
II.	Location and Site Condition							
1	Accessibility							
	Near downtown area							
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 50 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* 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)							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Provision of strong and reliable fiber* internet connection for video conferencing. Specify internet speed 20 to 50 mbps							
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*							
	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							
	Lot 1: Iligan City (Class 1) 49 pax	packs	245					
		PhP 183,750 ABC						
	Lot 2: Iligan City (Class 2) 49 pax	packs	245					
		PhP 183,750 ABC						
	Lot 3: Iligan City (Class 3) 49 pax	packs	245					
		PhP 183,750 ABC						
	Lot 4: Iligan City (Class 4) 49 pax	packs	245					
		PhP 183,750 ABC						
	Lot 5: Iligan City (Class 5) 49 pax	packs	245					
		PhP 183,750 ABC						

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				PhP 180,000 ABC				
	July 13 - AM/PM Snacks and Lunch for the Supervisor's Class							
	Lot 7: Iligan City (Class 7) 40 pax	packs	40					
				PhP 30,000 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							
	Non-pork							
	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.							
	Billing should be based on actual expenses incurred.							
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: _____