



**REQUEST FOR QUOTATION**  
**RFQ No. 048**

**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:

<b>Name of Project</b>	Lease of Venue with Meals for the City/Municipal Level Training of the 2024 POPCEN-CBMS Household Data Collection and Geotagging
<b>Location</b>	within the specified municipalities or cities in Misamis Oriental
<b>Date of Event</b>	July 1-6, 2024 and July 8-13, 2024
<b>Quantity</b>	See attached bid form
<b>Terms of Payment</b>	30 working days upon receipt of Statement of Account and must accept send bill policy
<b>Approved Budget for the Contract (ABC)</b>	<p>Lot 1: One Hundred Seventy Four Thousand Seven Hundred Pesos Only (PhP 174,750.00)</p> <p>Lot 2: One Hundred Twenty Six Thousand Seven Hundred Fifty Pesos Only (PhP 126,750.00)</p> <p>Lot 3: One Hundred Thirty Eight Thousand Pesos Only (PhP 138,000.00)</p> <p>Lot 4: One Hundred Forty One Thousand Seven Hundred Fifty Pesos Only (PhP 141,750.00)</p> <p>Lot 5: One Hundred Thousand Five Hundred Pesos Only (PhP 100,500.00)</p> <p>Lot 6: One Hundred Thirty Four Thousand Two Hundred Fifty Pesos Only (PhP 134,250.00)</p> <p>Lot 7: Two Hundred Sixteen Thousand Seven Hundred Fifty Pesos Only (216,750.00)</p> <p>Lot 8: Two Hundred Fifty Eight Thousand Pesos Only (PhP 258,000.00)</p>



	<p>Lot 9: Two Hundred Fifty Eight Thousand Pesos Only (PhP 258,000.00)</p> <p>Lot 10: One Hundred Thirty Eight Thousand Pesos Only (PhP 138,000.00)</p> <p>Lot 11: One Hundred Ninety Four Thousand Two Hundred Fifty Pesos Only (PhP 194,250.00)</p> <p>Lot 12: One Hundred Ninety Four Thousand Two Hundred Fifty Pesos Only (PhP 194,250.00)</p> <p>Lot 13: Two Hundred Fifty Four Thousand Two Hundred Fifty Pesos Only (PhP 254,250.00)</p> <p>Lot 14: Two Hundred One Thousand Pesos Only (PhP 201,000.00)</p> <p>Lot 15: One Hundred Thirty Thousand Five Hundred Pesos Only (PhP 130,500.00)</p> <p>Lot 16: One Hundred Twenty Three Thousand Pesos Only (PhP 123,000.00)</p> <p>Lot 17: One Hundred Nineteen Thousands Two Hundred Fifty Pesos Only (PhP 119,250.00)</p> <p>Lot 18: Four Hundred Forty Five Thousand Five Hundred Pesos Only (445,500.00)</p> <p>Lot 19: One Hundred Twenty Three Thousand Pesos Only (PhP 123,000.00)</p> <p>Lot 20: Six Thousand Seven Hundred Fifty Pesos Only (PhP 6,750.00)</p> <p>Lot 21: Fifteen Thousand Pesos Only (PhP 15,000.00)</p> <p>Lot 22: Seventeen Thousand Two Hundred Fifty Pesos Only (PhP 17,250.00)</p> <p>Lot 23: Fourteen Thousand Two Hundred Fifty Pesos Only (PhP 14,250.00)</p> <p>Lot 24: Eleven Thousand Two Hundred Fifty Pesos Only (PhP 11,250.00)</p> <p>Lot 25: Nineteen Thousand Five Hundred Pesos Only (PhP 19,500.00)</p>
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	Total (all lots): Three Million Five Hundred Fifty Two Thousand Pesos Only (PhP 3,552,000.00)
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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 *[misamisoriental@psa.gov.ph](mailto:misamisoriental@psa.gov.ph)*.

For any clarification, you may contact Mr. Jerwin A. Asiñero at 09770619575.

  
**JERWIN A. ASIÑERO**  
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:

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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		Remarks	
				Unit Price	Amount	(Please Check)			
						Yes	No		
A	B	C	D	E	F = DxE	G	H		
<b>I. ELIGIBILITY REQUIREMENTS</b>									
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)								
<b>II. TECHNICAL SPECIFICATIONS</b>									
<b>I.</b>	<b>Availability</b>								
1	Function room availability on 01-06 July 2024 (Batch 1)								
	Function room availability on 08-12 July 2024 (Batch 2)								
	Lot 1: Lugait and Naawan 49 pax for Batch 1	room	1						
	Lot 2: Manticao 35 pax for Batch 1	room	1						
	Lot 3: Initao 38 pax for Batch 1	room	1						
	Lot 4: Libertad and Gitagum 39 pax for Batch 1	room	1						
	Lot 5: Laguindingan 28 pax for Batch 1	room	1						
	Lot 6: Alubijid 37 pax for Batch 1	room	1						
	Lot 7: City of El Salvador 59 pax for Batch 1	room	2						
	Lot 8: Opol 70 pax for Batch 1	room	2						

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Lot 9: Tagoloan 70 pax for Batch 1	room	2					
	Lot 10: Villanueva 38 pax for Batch 1	room	1					
	Lot 11: Claveria 53 pax for Batch 2	room	1					
	Lot 12: Jasaan 53 pax for Batch 2	room	1					
	Lot 13: Balingasag 69 pax for Batch 2	room	2					
	Lot 14: Lagonglong and Salay 56 pax for Batch 2	room	1					
	Lot 15: Binuangan, Sugbongcogon and Kinoguitan 35 pax for Batch 2	room	1					
	Lot 16: Balingoan & Talisayan 34 pax for Batch 2	room	1					
	Lot 17: Medina 33 pax for Batch 2	room	1					
	Lot 18: City of Gingoog 120 pax for Batch 2	room	3					
	Lot 19: Magsaysay 34 pax for Batch 2	room	1					
2	Allowed set-up at 4-7 PM on 30 June 2024 or 07 July 2024, whenever applicable							
<b>II.</b>	<b>Location and Site Condition</b>							
1	Accessibility							
	Near downtown area							
<b>III.</b>	<b>Neighborhood Data</b>							
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							
<b>IV.</b>	<b>Venue</b>							
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							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Comfortable and wide space for at most <b>50 pax</b> , 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 <b>speed 20 to 50 mbps</b>							
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*							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	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 6 (Batch 1) AM/PM Snacks and Lunch for the Supervisor's Class							
	July 8-12 (Batch 2) AM/PM Snacks and Lunch							
	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: Lugait and Naawan 49 pax for Batch 1	packs	233					
		PhP 174,750 ABC						
	Lot 2: Manticao 35 pax for Batch 1	packs	169					
		PhP 126,750 ABC						
	Lot 3: Initao 38 pax for Batch 1	packs	184					
		PhP 138,000 ABC						
	Lot 4: Libertad and Gitagum 39 pax for Batch 1	packs	189					
		PhP 141,750 ABC						
	Lot 5: Laguindingan 28 pax for Batch 1	packs	134					
		PhP 100,500 ABC						
	Lot 6: Alubijid 37 pax for Batch 1	packs	179					
		PhP 134,250 ABC						
	Lot 7: City of El Salvador 59 pax for Batch 1	packs	289					
		PhP 216,750 ABC						
	Lot 8: Opol 70 pax for Batch 1	packs	344					
		PhP 258,000 ABC						
	Lot 9: Tagoloan 70 pax for Batch 1	packs	344					
		PhP 258,000 ABC						
	Lot 10: Villanueva 38 pax for Batch 1	packs	184					
		PhP 138,000 ABC						
	Lot 11: Claveria 53 pax for Batch 2	packs	259					
		PhP 194,250 ABC						
	Lot 12: Jasaan 53 pax for Batch 2	packs	259					
		PhP 194,250 ABC						
	Lot 13: Balingasag	packs	339					



No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	69 pax for Batch 2			PhP 254,250 ABC				
Lot 14: Lagonglong and Salay	56 pax for Batch 2	packs	268					
				PhP 201,000 ABC				
Lot 15: Binuangan, Sugbongcogon and Kinoguitan	35 pax for Batch 2	packs	169					
				PhP 130,500 ABC				
Lot 16: Balingoan & Talisayan	34 pax for Batch 2	packs	164					
				PhP 123,000 ABC				
Lot 17: Medina	33 pax for Batch 2	packs	159					
				PhP 119,250 ABC				
Lot 18: City of Gingoog	120 pax for Batch 2	packs	594					
				PhP 445,500 ABC				
Lot 19: Magsaysay	34 pax for Batch 2	packs	164					
				PhP 123,000 ABC				
Lot 20: Balingoan, Binuangan, Kinoguitan, Sugbongcogon and Talisayan	09 pax Supervisors Class	packs	9					
				PhP 6,750 ABC				
Lot 21: Alubijid, El Salvador City and Opol	20 pax Supervisors Class	packs	20					
				PhP 15,000 ABC				
Lot 22: Gingoog City, Magsaysay and Medina	23 pax Supervisors Class	packs	23					
				PhP 17,250 ABC				
Lot 23: Gitagum, Initao, Laguindingan, Libertad, Lugait, Manticao and Naawan	19 pax Supervisors Class	packs	19					
				PhP 14,250 ABC				
Lot 24: Lagonglong and Salay	15 pax Supervisors Class	packs	15					
				PhP 11,250 ABC				
Lot 25: Claveria, Jasaan, Tagoloan and Villanueva	26 pax Supervisors Class	packs	26					
				PhP 19,500 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								

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	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.							
<b>TOTAL OFFERED PRICE (in words and in figures)</b>								

Printed Name of authorized representative / Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ . Tel No.: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

Date: \_\_\_\_\_