



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
MISAMIS OCCIDENTAL

REQUEST FOR QUOTATION
RFQ No. 2023-08-077

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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


The Philippine Statistics Authority – Misamis Occidental, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Lease of Venue with Meals in accordance with Section 53.10 (Lease of Real Property and Venue)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Name of Project	Lease of Venue with Meal and Snacks for the 2022 Census of Agriculture and Fisheries (2022 CAF) Third Level Training
Location	within Misamis Occidental
Date of Delivery	First Batch-August 14 - 21, 2023 (excluding Sunday) Second Batch- August 23 - 30, 2023 (excluding Sunday)
Quantity	First Batch- Venue 1=33 pax First Batch-Venue 2=36 pax First Batch-Venue 3=22 pax First Batch-Venue 4=22 pax Second Batch-Venue 5=41 pax
Terms of Payment	20 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Venue 1 - Two Hundred Fifty-Three Thousand Seven Hundred Pesos (PhP253,700.00) Venue 2 – Two Hundred Thirty-Nine Thousand Six Hundred Fifty Pesos (PhP239,650.00) Venue 3 – One Hundred Thirty-Six Thousand Five Hundred Fifty Pesos (PhP136,550.00) Venue 4 – One Hundred Forty-Two Thousand Three Hundred Pesos (PhP142,300.00) Venue 5 – Two Hundred Thousand Nine Hundred Pesos (PhP200,900)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **07 August 2022** 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 Income Tax Return**, please submit these documents along with your accomplished quotation. The **Omnibus Sworn Statement** must be submitted within three days upon notification of the ROBAC of the lowest calculated quotation. Failure to submit the **Omnibus Sworn Statement** within the given period shall be grounds for post-disqualification.

Philippine Statistics Authority, Misamis Occidental Provincial Office, G/F Gaisano Mall, Southwing Ozamiz City, or through email at misamisoccidental@psa.gov.ph.

For any clarification, you may contact **Mr. Mar June S. Mendez** at (088)521-0901/564-0233.


Rosell John Gabi
Head, Sub-Technical Working Group

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 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.

Instructions:

Accomplish this RFQ correctly and accurately.

Do not alter the contents of this form in any way.

Technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Failure to follow these instructions will disqualify the entire quotation.

Failure to use this form will disqualify your quotation.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

BID FORM

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 = Dx E	G	H	
I.	Availability							
1	Function room available for use from 7AM to 8PM on <u>August 14-21, 2023 (excluding Sunday) that can accommodate the number of pax indicated below:</u> Venue 1: <i>Within Municipalities Misamis Occidental (Lopez Jaena to Concepcion)-33 pax</i> Venue 2: <i>Within Municipalities/City of Misamis Occidental (Oroquieta City to Tudela)-36 pax</i> Venue 3: <i>Either in Municipality of Don Victoriano or City of Tangub-22 pax</i> Venue 4: <i>Either in Municipality of Clarin or City of Tangub-22 pax</i>							
	Function room available for use from 7AM to 8PM on <u>August 23-30, 2023 (excluding Sunday) that can accommodate the number of pax indicated below:</u> Venue 5: <i>Within Ozamiz City-41 pax</i>							
2	Function Room availability for physical setup on <u>August 13, 2023, or August 22, 2023 (the day before the actual event) *</u>							
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							
IV.	Venue							
1.	Location:							
	Venue 1: <i>Within Municipalities Misamis Occidental (Lopez Jaena to Concepcion)</i>							
	Venue 2: <i>Within Municipalities/City of Misamis Occidental (Oroquieta City to Tudela)</i>							
	Venue 3: <i>Either in Municipality of Don Victoriano or City of Tangub</i>							
	Venue 4: <i>Either in Municipality of Clarin or City of Tangub</i>							
	Venue 5: <i>Within Ozamiz City</i>							
1.1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2.	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 4 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: 50 mbps							
3	Functionality of room accommodation							

	Standard Accommodation with one extra bed Check-in: 14 August 2023 Check out: 19 August 2023 (5 nights)							
	No Additional cost for early check-in or late check-out, should this instance arise							
	Air-conditioned rooms							
	With wifi connection inside the room							
	Fully furnished with TV, towel, bedding and toiletries							
	With complimentary water and coffee							
	Hot and cold shower							
	Accommodations: The number of rooms specified in this RFQ is not a guaranteed booking but for budgetary purposes only. Billing must be based on ACTUAL use of room accommodation PSA wil give the final number of rooms at least 3 days before the event.							
	Venue 1 – 16 pax	Rooms	6					
	Venue 2 – 11 pax	Rooms	4					
	Venue 3 – 05 pax	Rooms	2					
	Venue 4 – 06 pax	Rooms	2					
4	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*							
5	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*							
V.	Catering Services							
	AM and PM Snacks with Beverage*							

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Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

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

Date: _____