



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
MISAMS ORIENTAL

REQUEST FOR QUOTATION
RFQ No. 092

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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

The Philippine Statistics Authority – Misamis Oriental Branch, (PSA-Mis. Or.) through its Technical Working Group (TWG), intends to procure **Lease of Venue with Full Board Meals and Accommodation** 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. Details of the procurement are as follows:

Name of Project	Lease of Venue with Full Board Meals and Accommodation for the 2022 Census of Agriculture and Fisheries (CAF) Second Level Training
Location	Cagayan de Oro City
Date of Delivery	31 July 2023 to 07 August 2023 (8 days)
Quantity	55 pax
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	One Million One Hundred Fifty Five Thousand Pesos Only (Php 1,155,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **18 JULY 2023, 12 NOON**, 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.

Submit the **sealed** quotation form to the PSA Canvasser or you may submit through email at **misamisoriental@psa.gov.ph**

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

JERWIN A. ASIÑERO
TWG Chairperson



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3rd Flr. BPO & Cyberpark Bldg. Limketkai Module I
Limketkai Center, Lapasan, Cagayan de Oro City
Contact No. 0995 905 0653
misamisoriental@psa.gov.ph

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	
						G	H	
A	B	C	D	E	F = DxE	G	H	
I.	Availability							
1	Function rooms good for 28 pax available for use from 7AM to 7PM on 31 JULY 2023 to 07 AUGUST 2023 (8 days)	room	2					
2	Twin Sharing Room with complimentary breakfast for seven (7) nights Check-in: 31 JULY 2023 Check-out: 07 AUGUST 2023	room	28					
II.	Location and Site Condition							
1	Accessibility							
	Nearby or within the area of Cagayan de Oro City and Misamis Oriental							
	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							
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							

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	
	materials or combination of both.*							
2.1	Functionality of function room							
	Classroom setup for 28 pax with 1 presidential table.							
	Classroom arrangement observes social 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 space for 28 pax.							
	Daily sanitation of function room							
	Amenities include:							
	a. Tables for the projector*	pc	2					
	b. Projector screen	pc	2					
	c. Philippine Flag and Pole*	pc	1					
	d. Podium and elevated platform (stage)*	pc	1					
	e. With 24-hour back-up generator set							
	f. Waived electricity charges for use of laptops and projector*							
2.2	Functionality of room accommodation							
	Twin Sharing Room with complimentary breakfast for seven (7) nights Check-in: 2:00 pm 31 JULY 2023 Check-out: 12:00 nn 07 AUGUST 2023	room	28					
	Twin sharing rooms with complimentary breakfast							
	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							
	Not identified as isolation area/unit for LSIs and OFW returnees							
3	Facilities							
	Water supply and toilet Continuous water supply and accessible and adequate number of comfort rooms*							

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				Unit Price	Amount	(Please Check)		
						Yes	No	
A	B	C	D	E	F = DxE	G	H	
	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*							
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							
	Breakfast managed buffet served with the following menu combination: 01 August 2023 and 07 August 2023 (7 days) a. Two breakfast menu (combination of any of the following: hotdog, longganiza, chorizo, luncheon meat, tocino, ham, corned beef, danggit, daing na bangus, giniling) b. Sunny-side up or Scrambled egg c. Fruits d. Drinks e. Rice f. Flowing coffee/chocolate drink/creamers/sugar	pax	55	COMPLIMENTARY BREAKFAST				
	AM SNACK: 31 July 2023 to 07 August 2023 (8 days) (any choice from sandwich, pasta, burger, cake, siopao, and native delicacies such as biko, cassava cake,							

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				Unit Price	Amount	(Please Check)		
						Yes	No	
A	B	C	D	E	F = Dx E	G	H	
	suman among others) with nuts or candies and with drinks such as juice, ice tea, hot chocolate and coffee.	pax	55					
	Lunch managed buffet served with the following menu combination: 31 July 2023 to 07 August 2023 (8 days) a. Two meat (combination of pork, beef, or chicken) b. One seafood c. Noodles/Vegetables d. Soup e. Fruits/Dessert f. Softdrinks g. Rice	pax	55					
	PM SNACK: 31 July 2023 to 07 August 2023 (8 days) (any choice from sandwich, pasta, burger, cake, siopao, and native delicacies such as biko, cassava cake, suman among others) with nuts or candies and with drinks such as juice, ice tea, hot chocolate and coffee.	pax	55					
	Dinner managed buffet served with the following menu combination: 31 July 2023 to 06 August 2023 (7 days) a. Two meat (combination of pork, beef, or chicken) b. One seafood c. Noodles/Vegetables d. Soup e. Fruits/Dessert f. Softdrinks g. Rice	pax	55					
	Provision of free-flowing coffee at no additional cost							
	Waived corkage fee for outside foods such as nuts, chips, candies, etc.							
6	Send-bill arrangement							
	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: _____



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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 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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