



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY
MISAMIS ORIENTAL**

**REQUEST FOR QUOTATION
RFQ No. 097**

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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

The Philippine Statistics Authority – Misamis Oriental 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 Meals and Snacks for the 2022 Census of Agriculture and Fisheries (2022 CAF) Third Level Training
Location	within Misamis Oriental
Date of Delivery	14 AUGUST 2023 to 26 AUGUST 2023
Quantity	366 pax
Terms of Payment	20 working days upon receipt of Statement of Account and must accept send bill policy
	Lot 1. Cagayan de Oro City Seven Hundred Thirty Thousand One Hundred Pesos (Php 737,100.00) Lot 2. Municipality of Villanueva Two Hundred Sixty-Five Thousand Three Hundred Pesos (Php 265,300.00) Lot 3. Municipality of Claveria One Hundred Twenty-Eight Thousand One Hundred Pesos (Php 128,100.00) Lot 4. Gingoog City Two Hundred Sixty Five Thousand Three Hundred Pesos (Php 265,300.00) Lot 5. Municipality of Salay One Hundred Twenty Eight Thousand One Hundred Pesos (Php 128,100.00) Lot 6. Municipality of Lagonglong One Hundred Thirty Seven Thousand Nine Hundred Pesos (Php 137,900.00)



Management
System
ISO 9001:2015



www.tuv.com
ID 9108640991

Address: 3rd Floor Module 2 BPO & Cyberpod Bldg. Limketkai Center, Lapasan, CDOC
Mobile Number: 09959050653
Website and Email Address: misamisoriental@psa.gov.ph

<p>Approved Budget for the Contract (ABC)</p>	<p>Lot 7. Municipality of Laguindingan Two Hundred Fifty Thousand Six Hundred Pesos (Php 250,600.00)</p> <p>Lot 8. Municipality of Initao Two Hundred Thirty-One Thousand Five Hundred Pesos (Php 231,500.00)</p> <p><i>TOTAL: Two Million One Hundred Forty-Three Thousand Four Hundred Pesos Only (Php2,143,400.00)</i></p>
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We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **04 AUGUST 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. Failure to submit the **Omnibus Sworn Statement** within the given period shall be a ground for post-disqualification.

Submit the **signed and sealed** quotation 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 this number **09770619575**.


JERWIN A. ASINERO
 TWG Chairperson

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 (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				E	F = DxE	G	H	
A	B	C	D	E	F = DxE	G	H	
I.	Availability							
1	Function room available for use from 7AM to 8PM on August 14-20, 2023 (including Sunday) that can accommodate the number of pax indicated below:							
	Lot 1. Cagayan de Oro City-129 pax							
	Lot 2. Municipality of Villanueva-47 pax							
	Lot 3. Municipality of Claveria-19 pax							
	Lot 4. Gingoog City-47 pax							
	Lot 5. Municipality of Salay-19 pax							
	Lot 6. Municipality of Lagonglong-21 pax							
	Lot 7. Municipality of Laguindingan-44 pax							
	Lot 8. Municipality of Initao-40 pax							
2	Function Room availability for physical setup on August 13, 2023							
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. Cagayan de Oro City		3					
	Venue 2. Municipality of Villanueva		1					
	Venue 3. Municipality of Claveria		1					
	Venue 4. Gingoog City		1					
	Venue 5. Municipality of Salay		1					
	Venue 6. Municipality of Lagonglong		1					
	Venue 7. Municipality of Laguindingan		1					
	Venue 8. Municipality of Initao		1					
1.1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2.1	Functionality of function room							
	Classroom setup for 40 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 3 laptops and 3 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: _____							
3	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*							
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							
	AM and PM Snacks with Beverage* Lunch managed buffet with the following menu*: Fruits/Dessert, Soup, Vegetable, two protein dish (combination of seafood/fish, chicken, or beef), rice, juice Number of viands 3 Free-flowing coffee*							
	Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
	Location: Venue 1. Cagayan de Oro City Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023 Venue 2. Municipality of Villanueva Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023 Venue 3. Municipality of Claveria Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023 Venue 4. Gingoog City Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023 Venue 5. Municipality of Salay Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023	pax	<u>129</u>					
		pax	<u>47</u>					
		pax	<u>19</u>					
		pax	<u>47</u>					
		pax	<u>19</u>					

	Venue 6. Municipality of Lagonglong Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023	pax	<u>21</u>					
	Venue 7. Municipality of Laguindingan Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023	pax	<u>44</u>					
	Venue 8. Municipality of Initao Lunch, AM and PM Snacks <i>(for 7 days)</i> From 14 August 2023 to 20 August 2023	pax	<u>40</u>					
	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: _____