



REQUEST FOR QUOTATION
RFQ No. 124

27 August 2024

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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

The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), 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 and Accommodation for the 2024 Regional Data Festival (Mindanao Cluster)
Location	within Cagayan de Oro City
Date of Event	14-15 October 2024
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)	Nine Hundred Thirty-Three Thousand Pesos Only (PhP 933,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **30 August 2024, 12:00 NN** 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 Annual 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 may submit personally to the ROBAC Secretariat at the address stated below or thru email at psa10rbac@gmail.com.

For any clarification, you may contact us thru Ms. Aldemar A. Lagarbe at 09774853415.

JOSE B. TUASON, JR., CPA
 ROBAC 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 bid is not allowed.
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 = Dx E	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 from Philgeps (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
II. TECHNICAL SPECIFICATIONS								
I.	Availability							
1	Plenary Session Room: One function room good for 236 pax available for use from 7:00AM to 10PM on 14-15 October 2024*	room	1					
2	Additional Rooms for Breakout Sessions	room	2					
	One function room good for 96 pax available for use from 7:00AM to 10PM on 14-15 October 2024*							
	One function room good for 40 pax available for use from 7:00AM to 10PM on 14-15 October 2024*							
3	Allowed set-up at 1:00 PM - 9:00 PM on 13 October 2024							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
4	Standard Single Room for 3 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 16 October 2024	room	1					
5	Standard Twin-Sharing Room for 3 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 16 October 2024	room	4					
6	Standard Twin-Sharing Room for 1 night with complimentary breakfast Check-in: 14 October 2024 Check-out: 15 October 2024	room	15					
7	Standard Twin-Sharing Room for 2 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 15 October 2024	room	1					
II.	Location and Site Condition							
1	Accessibility							
	Near downtown area							
	With access to main roads and highways*							
2	Parking Space							
	With free parking space 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 materials or combination of both*							
2.1	Functionality of function room							
	Plenary Session Room requirements:							
	Round table setup (8-seater table)	pc	30					
	Secretariat table with 3 chairs per table	pc	2					
	Table for Tech Booth with 2 chairs	pc	1					
	Allowed LED wall installation for 2 days							
	Microphone Units	pc	6					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	Podium for the plenary hall	pc	1					
	Philippine flag with pole	pc	1					
	Soundproof							
	Breakout Room Requirements							
	Round table setup in bigger breakout room, 8-seater (96 pax) (8-seater)	pc	12					
	Classroom setup in smaller breakout room, 5-seater (40 pax)	pc	8					
	Presidential table with 5 seats per Breakout Room							
	Secretariat table with 3 seats per Breakout Room							
	Tables for the projector per Breakout Room							
	Provision of projector screen per Room							
	Microphone Units in bigger breakout room (96 pax)	pc	4					
	Microphone Units in smaller breakout room (40 pax)	pc	3					
	Podium for each breakout room							
	Soundproof breakout rooms							
	Rooms must not have pillars. If any, pillars must not obstruct participants' view of the stage and projector screen.							
	Well-lighted and well-ventilated function rooms							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	With 24-hour back-up generator set							
	Waived electricity charges for the use of LED Wall, laptops, and projectors.							
	With a 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 speed:							
2.2	Functionality of room accommodation							
	Standard Single Room for 3 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 16 October 2024	room	1					
	Standard Twin-Sharing Room for 3 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 16 October 2024	room	4					
	Standard Twin-Sharing Room for 1 night with complimentary breakfast Check-in: 14 October 2024 Check-out: 15 October 2024	room	15					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Standard Twin-Sharing Room for 2 nights with complimentary breakfast Check-in: 13 October 2024 Check-out: 15 October 2024	room	1					
	No additional cost for early check-in or late check-out, should this instance arise							
	Air-conditioned hotel room							
	With wifi connection inside the hotel room							
	Fully furnished with TV, towel, bedding, and toiletries							
	With complimentary breakfast							
	With complimentary water and coffee							
	Hot and cold shower							
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*							
	With exhibit area* that can accommodate five 2meter x 2meter dimension booth							
	Permit for exhibitors offering free drinks (such as chocolate drink, milk, etc)							

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						Yes	No	
	Provision of designated space for dancers for a welcome dance performance (near lobby)							
5	Catering Services							
	Plated Dinner – Walk-in at the restaurant on 13 October 2024 and 15 October 2024, 2 nights. Maximum of PhP 350 order per person. Maximum of 10 plates. Dinner for CO Participants and RDs. Quantity of 10 pax is not guaranteed. Walk-in basis.	pack	10					
	The PhP 350 individual order for walk-in dinner is not a guaranteed booking. Billing must be based on the actual dinner consumption of the authorized guests, which is within the ceiling amount of PhP 350 per pax per day.							
	Buffet Dinner at the smaller breakout room Dinner for CO Participants, Paper Presenters, and Invited Speakers (14 October 2024)* Quantity of 40 pax is guaranteed.	pack	40					
	AM Snacks (14-15 October 2024) October 14 AM Snacks – 236 packs to be served at the Plenary Room October 15 AM Snacks – 100 packs at the Ballroom, 96 packs at the Bigger Breakout Room, and 40 packs at the smaller breakout room Guaranteed: 200 packs	pax	236					
	PM Snacks (14-15 October 2024) October 14 PM Snacks – 100 packs at the Ballroom, 96 packs at the Bigger Breakout Room, and 40 packs at the smaller breakout room October 15 PM Snacks – 236 packs to be served at the Plenary Room Guaranteed: 200 packs	pax	236					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
	Buffet Lunch (14-15 October 2024) 100 packs at the Plenary Room, 136 packs at the Bigger Breakout Room Guaranteed booking: 200 packs Managed lunch buffet with the following menu*: Fruits/Dessert, Soup, Vegetable or noodles, five protein dish (combination of seafood/fish, chicken, pork or beef), rice, soft drinks PSA may order additional food packages at least 3 days before the event. Free-flowing coffee* stations at the plenary room and bigger breakout room	pax	236					
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: _____