



Republic of the Philippines

Philippine Statistics Authority

Misamis Occidental

REQUEST FOR QUOTATION
RFQ No. 2024-05-034

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. (*required*): _____

The Philippine Statistics Authority – Misamis Occidental Provincial Office through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Lease of Venue with Meals and Accommodation**, 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 2024 POPCEN-CBMS Household Profile Questionnaire Provincial Level Training
Location	Misamis Occidental
Date of Event	17 to 22 June 2024
Quantity	33 participants
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Four Hundred Seventy-Four Thousand Pesos Only. (PhP474,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **30 May 2024, 5:00PM**, subject to the Terms and Conditions provided at the last page of this RFQ. If you haven't provided the PSA a copy of your updated **Mayor's/Business Permit, Income/Business Tax Return, and Philgeps Registration**, please submit these documents along with your accomplished quotation.

Submit your quotations in sealed envelope at Philippine Statistics Authority, Misamis Occidental Provincial Office, G/F Gaisano Mall, Southwing Ozamiz City, or through email at misamisoccidental@psa.gov.ph cc: m.mendez@psa.gov.ph

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


GEORGETTE F. GAYOMALI
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.



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G/F Gaisano Mall Southwing Port Road Cor. 15 de Noviembre St. Ozamiz City 7200
Telephone: (088) 564-0233; Telefax: (088) 521-0901
psa_ozamiz@yahoo.com

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		
	2024 POPCEN-CBMS Household Profile Questionnaire Provincial Level Training								
I.	Availability								
	function room good for 33 participants, available for use from 7AM-7PM on 17 to 22 June 2024	packs	33						
	including meals (see Section IV, item 5 for specifications for meals)								
	Standard Twin Bedrooms or Triple-Sharing Bedrooms (Good for 17 Pax for 5 days)	Packs	17						
	Check-in: 17 June 2024 Check out: 22 June 2024								
II.	Location and Site Condition								
1	Accessibility								
	Within Misamis Occidental								
	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								

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	
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							
	With stable WIFI internet connection. Speed must be at least 50mbps.							
	Must have a front stage with:							
	a. Elevated floors							
	b. Large wall behind to place the backdrop							
	Table setup with chairs maintaining one meter distancing							
	Room must have high ceiling.							
	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 33 participants, space enough to implement one-meter physical distancing							
	Daily sanitation of function room							
	With strong (full bar signal mobile network signal e.g. Globe/Smart							
	Free provision of the following:							
	a. Secretariat table	pc	1					
	b. Table for Lecturer	pc	1					
	c. Tables for the projector*	pc	2					
	d. Projector screen	pc	2					
	e. Microphone units (preferably wireless)	pc	3					
	f. Philippine Flag and Pole*	pc	1					
	g. Podium and elevated platform (stage)*	pc	1					
	h. With 24-hour back-up generator set							
	i. Audio mixer must have independent microphone outputs							

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	j. Waived electricity charges for use of 1 desktop at most 3 laptops and 2 projectors*								
	k. Audible/operational sound system with standby technician								
	l. With dedicated internet connection for the function room (not shared with other function rooms)								
2.2	Functionality of room accommodation								
	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								
	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 will give the final number of rooms at least 3 days before the event.								
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*								

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				Unit Price	Amount	(Please Check)		
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A	B	C	D	E	F = DxE	G	H	
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							
	Waived corkage fee for outside food items or 'pica-pica', e.g. chips, nuts, candies, among others							
	Provision of free flowing coffee							
	17 to 21 June 2024 Managed Buffet: AM Snacks with Beverage Lunch: Managed Buffet- 3 main courses of chosen menu, fruits/dessert, rice, softdrinks PM Snacks with Beverage Dinner: Managed Buffet- 3 main courses of chosen menu, fruits/dessert, rice, softdrinks	Packs	33					
	17 to 22 June 2024 Breakfast: 2 main course, rice, fruits, coffee/choco/juice	Packs	17					
	22 June 2024 Managed Buffet: AM Snacks with Beverage Lunch: Managed Buffet - 3 main courses of chosen menu, fruits/dessert, rice, softdrinks PM Snacks with Beverage	Packs	33					
	Packaging materials: Food packs must be recyclable (carton, paper-made), Styrofoam and single-use plastics are prohibited PET bottles for drinks are not allowed							
	Foodware: Reusable plates, spoon and forks. No plastic plates, spoons and fork.							

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				Unit Price	Amount	(Please Check)			
						Yes	No		
A	B	C	D	E	F = DxE	G	H		
	Reusable cups or mugs, or paper cups for hot drinks. No plastic cups or glass. Plastic stirrers are not allowed. Provide wooden stirrers instead.								
	Juice, tea, or soda in PET (plastic) bottles are not allowed. Drinks to be served must be in tetra packs. Provision of coffee, creamer, sweetener, or other powdered drinks must be served in reusable containers, not in individual sachets.								
	Provide menu choices								
	PSA is allowed to add pax for meals on the day of the function whenever necessary.								
	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: _____