



REQUEST FOR QUOTATION  
RFQ No. 2025-05-024

Date \_\_\_\_\_

Name of Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_ TIN: \_\_\_\_\_

PhilGEPS Registration No. (required): \_\_\_\_\_

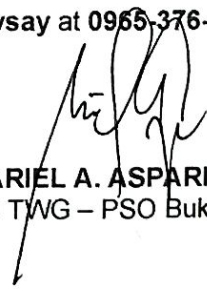
The Philippine Statistics Authority – Provincial Statistical Office, (PSA-Bukidnon) through its Sub-Technical Working Group-Bukidnon, will undertake an Alternative Mode of Procurement through Negotiated Procurement – **Lease of Venue with Accommodation and Meals in accordance with Section 53.10** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

<b>Name of Project</b>	Procurement of Lease of Venue with Meals and Accommodation for July 2025 Labor Force Survey (LFS) and Family Income and Expenditure Survey (FIES) Visit 1 Third Level Training
<b>Location</b>	Malaybalay City
<b>Date of Event</b>	30 June 2025 – 06 July 2025
<b>Quantity</b>	See the attached bid form
<b>Terms of Payment</b>	30 working days upon receipt of Statement of Account and must accept send bill policy
<b>Approved Budget for the Contract (ABC)</b>	Nine hundred thirteen thousand fifty Pesos Only (PhP 913,050.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **03 June 2025, 12 pm** 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 **sealed** quotation form to the PSA Canvasser or may submit it personally to the ROBAC TWG or thru email at **psabukprocurement@gmail.com**.

For any clarification, you may contact **Ms. Wileen Mae P. Sumagaysay** at **0965-376-2937**.

  
**ARIEL A. ASPARIN**  
Head TWG – PSO Bukidnon



## **General Terms and Conditions**

1. Bidders shall provide correct and accurate information required in this form. Failure to use this form will result in disqualification of your bid.
2. Partial bid is not allowed.
3. Price quotation, in peso denomination, must be valid for 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 the 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:

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# 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	
I.	Availability							
1	One function room good for 63 pax available for use from 6AM 7PM on 30 June-06 July 2025* (7 Days)							
2	Allowed set-up at 6:00am AM on 30 June 2025							
3	***Any type of room with a Single Bed Accommodation for each participant.  Accommodation for 57 pax  Check-in: 30 June 2025 Check-out: 06 July 2025 (6 nights)	Single Bed	57					

Name and Signature of Authorized Representative:

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<b>II.</b>	<b>Location and Site Condition</b>							
1	Accessibility							
	With in Malaybalay City							
	With access to main roads and highways*							
2	Parking Space							
	With free parking space reserved within or near venue*							
<b>III.</b>	<b>Neighborhood Data</b>							
1	Sanitation and health condition							
	Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority							
	Disinfecting station* at common areas							
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							
<b>IV.</b>	<b>Venue</b>							
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 63 pax							
	At most 5 seats per long table							
	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 63 pax, space enough to implement physical distancing							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	Free provision of the following:							
	Secretariat table*	pc	1					
	Tables for the projectors*	pc	1					
	Projector screen, big size for large crowd	pc	1					
	Microphone units* (preferably wireless)	pc	3					
	Podium	pc	1					
	Philippine flag and pole*	pc	1					
	With 24-hour back-up generator set							
	Waived electricity charges for use of desktops, laptops and projectors.							
	With dedicated internet connection for a particular function room (not shared with other function rooms)							
	Provision of strong and reliable fiber* internet connection.							

Name and Signature of Authorized Representative:



2.2	Functionality of room accommodation							
	<b>***Any type of room with a Single Bed Accommodation for each person.</b>  Accommodation for 57 pax  Check-in: 30 June 2025 Check-out: 06 July 2025 (6 nights)	Single Bed	57					
	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 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 <b>ACTUAL</b> use of room accommodation. *  PSA will give the final number of rooms <b>at least 7 days</b> before the event.							
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*							
5	Venue (Function Room) and Meals	pax	63					
	Breakfast 30 June- 06 July 2025 (7 days)							
	PM Snacks 30 June- 06 July 2025 (7 days)							
	Buffet Lunch 30 June- 06 July 2025 (7 days)							
	PM Snacks 30 June- 06 July 2025 (7 days)							
	Buffet Dinner 30 June- 05 July 2025 (6 days)							

Managed buffet with the following menu*: for <b>Lunch and Dinner</b> two protein dishes (combination of seafood/fish, chicken, pork, or beef), Soup, Vegetable or noodles, rice, soft drinks with Fruits/Dessert							
Managed buffet with the following menu*: for <b>Breakfast</b> two protein dishes (combination of seafood/fish, chicken, pork, or beef), rice, soft drinks/hot choco/fruit Juices							
Free-flowing coffee*							
Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
<b>TOTAL OFFERED PRICE (in words and in figures)</b>							

Printed Name of authorized representative / Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel./Cellphone No. : \_\_\_\_\_

Date: \_\_\_\_\_