



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION X – NORTHERN MINDANAO



REQUEST FOR QUOTATION

RFQ No. 051

Date: _____

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 Venue with Accommodation Services and Meals and Snacks 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 Accommodation Services and Meals and Snacks for the Consultative and Validation Forum for Regional Tourism Satellite Accounts (RTSA) Estimates
Location	within Cagayan de Oro City
Date of Event	09-10 June 2025
Quantity	See the 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)	Eighty-nine thousand pesos only (PhP 89,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **22 April 2025, 12NN** 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 Ms. Cristine T. Gallopin or Ms. Mary Che D. Vitor at 09175435245.


JOSE B. TUASON JR., CPA, MBM
Chairperson



3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy. 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
Email: rssso10@psa.gov.ph Website: <http://rssso10.psa.gov.ph>

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:

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. 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 (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
II. TECHNICAL SPECIFICATIONS								
I. Availability								
1.	One function room good for 14 pax available for use from 1:00PM to 5PM on 09 June 2025*							
2.	One function room good for 29 pax available for use from 7AM to 5:00pm on 10 June 2025*							
3.	Allowed set-up at 10:00 AM – 12:00PM and 6:00pm - 8:00pm on 09 June 2025							
4.	Twin Sharing Room – Standard Room Accommodation for 2 pax (2 nights) Check-in: 09 June 2025 Check-out: 11 June 2025	room	1					
5	Triple Sharing Room – Standard Room Accommodation for 3 pax (2 nights) Check-in: 09 June 2025 Check-out: 11 June 2025	room	1					
6	Twin Sharing Room – Standard Room Accommodation for 2 pax	room	5					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	(1 night) Check-in: 09 June 2025 Check-out: 10 June 2025							
II.	Location and Site Condition							
1	Accessibility							
	Near downtown area							
	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 materials or combination of both*							
2.1	Functionality of function room							
	Roundtable setup for 60 pax							
	Roundtable setup for 23 pax							
	At most 8 seats per table							
	1 Presidential table with 4 seats							
	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							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	Enough ceiling clearance for installation of LED Wall in the 60-pax function	pc	1					
	Free provision of the following:							
	Secretariat table* with 3 chairs	pc	1					
	Table for the Tech Booth with 2 chairs	pc	1					
	Tables for the projectors*	pc	2					
	Projector screen, big size	pc	1					
	Microphone units*	pc	4					
	Podium	pc	1					
	Philippine flag and pole*	pc	1					
	With 24-hour back-up generator set							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks	
				Unit Price	Amount	(Please Check)			
						Yes	No		
	Waived electricity charges for use of desktop, laptops, projector, and LED Wall.								
	With 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								
	Twin Sharing Room – Standard Room Accommodation for 2 pax (2 nights) Check-in: 09 June 2025 Check-out: 11 June 2025	room	1						
	Triple Sharing Room – Standard Room Accommodation for 3 pax (2 nights) Check-in: 09 June 2025 Check-out: 11 June 2025	room	1						
	Twin Sharing Room – Standard Room Accommodation for 2 pax (1 night) Check-in: 09 June 2025 Check-out: 10 June 2025	room	5						
	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								
	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*								

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	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							
	The Php 500 individual order for walk-in dinner at the restaurant 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 500 per pax per day.							
	Lunch 09 June 2025	pax	14					
	PM Snacks 09 June 2025	pax	14					
	Dinner 09 June 2025	pax	14					
	AM Snacks 10 June 2025	pax	29					
	Lunch 10 June 2025	pax	29					
	PM Snacks 10 June 2025	pax	14					
	Dinner 10 June 2025	pax	5					
	Free flowing coffee* 09-10 June 2025							
	Managed buffet with the following menu*: a) Fruits/Dessert, b) Soup, c) Vegetable or Noodles, d) Two Protein Dishes (combination of <u>seafood/fish, chicken, or beef or pork</u>), e) Rice, and f) Soft drinks							
	AM/PM Snacks - any choice from cake, siopao, burger, pasta, or native delicacies such as puto maya, empanada, suman among							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	others with choice of canned/bottled juice or iced tea							
	Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
	Guaranteed booking for the bigger function is 14 pax on 09 June and 29 pax on 10 June 2025							
	PSA is allowed to add pax for meals on the day of the function whenever necessary.							
6	Other terms:							
	Send bill arrangement.							
	TOTAL OFFERED PRICE (in words and in figures)							

Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Tel./Cellphone No. : _____

Date: _____

Attestation by Canvasser

I, _____, hereby attest that I personally conducted the canvass as described in this document.

I confirm that the information collected and recorded is accurate and complete to the best of my knowledge and ability. I understand that providing false information or misrepresenting the facts may result in legal consequences.

Signature of Canvasser: _____

Date of Signature: _____