



REQUEST FOR QUOTATION RFQ No. 05

| Name of Establishment. | |
|--|--|
| Address: | o. Lare submission of the quotation sharing be accupied. |
| Business Permit No.: | Any Interlineations, emsures, or overwriting shall be valid initiated by you or any :NIT ut duty authorized representative |
| PhilGEPS Registration No | . (required): net/the same that are the Figure 1 to side Figure 1. |
| through its Regional Offi Alternative Mode of Procu Accommodation Services | Authority – Regional Statistical Services Office X, (PSA-RSSO X) ice Bids and Awards Committee (ROBAC), will undertake an arement through Negotiated Procurement – Lease of Venue with and Meals and Snacks in accordance with Section 53.10 of the ing Rules and Regulations of Republic Act No. 9184. Details of the is: |
| 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 | Eighty-nine thousand pesos only |

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than <u>22 April 2025</u>, 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.

(PhP 89,000.00)

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.





Contract (ABC)



Email: rsso10@psa.gov.ph Website: http://rsso10.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.
- 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.
- 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.
- 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:

- Accomplish this RFQ correctly and accurately.
- 2. 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.
- 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 | Amount | (Please Check) | | inse sanit |
| | | | | Price | ayaram u | Yes | No | 19191 |
| Α | В | С | D | E | F = DxE | G | as retrained | such |
| 1. E | LIGIBILITY REQUIREMENTS | | | | | | | |
| 1 | Copy of Business Permit with | | | | | a a a a a a a a a a a a a a a a a a a | STREET, DATE: | adeu - e |
| | Appropriate Line of Business | | | | | Polled | at who | Proxi |
| | | | | | | | 3.6 | Statio |
| | (If provided with PSA-X, please | | | | | | 7076718 | 3 Resta |
| | indicate in the Remarks portion and check "Yes" in Column G) | | | | | taurants | nity to rea | |
| 2 | 2023 Annual Income Tax Return | | | | | 5 5 7 5 115 | eleef en | Han G L |
| - | 2020 / middl moome Tax Return | | | | | oanks, oc | oi viin | |
| | (If provided with PSA-X, please | | | | | - enot | ezinumm | |
| | indicate in the Remarks portion | | | | | | 13 | |
| 0 | and check "Yes" in Column G) | | | | | | | MARK THE |
| 3 | Snip of PhilGEPS Registration Number | | | | | noith | med letu | |
| | Number | | | | | o tasin ci | heartaint | |
| | (If provided with PSA-X, please | | | | | -dine | Po noiten | |
| | indicate in the Remarks portion | | | | | hollanur | o villeno | |
| | and check "Yes" in Column G) | | | | | 08 101 01 | rea aldest | |
| H.TE | CHNICAL SPECIFICATIONS | | | | | | | |
| 1 | Aveilability | | | | | | | |
| 1. | Availability | | | | | | | |
| 1. | One function room good for 14 pax available for use from | | | | | silia eved | fon teum | |
| | 1:00PM to 5PM on 09 June 2025* | | | | | 300 | laum | |
| | | | | | | a lo we | v 'ainegi | |
| 2. | One function room good for | | | | | | 20 Va 191 | STORY 1 |
| | 29 pax available for use from 7AM | | | | | elles ba | s being! | |
| | to 5:00pm on 10 June 2025* | | | | | no abis b | Micci no | |
| 3. | Allowed set-up at 10:00 AM - | Ministra Company | | | | 5 2 5 5 1 1 1 D | BO PIETELA | 11:10:00 |
| 0. | 12:00PM and 6:00pm - 8:00pm on | | | | | tigas and t | tennia kr | |
| | 09 June 2025 | | | | | Taplo p | nieo ni | |
| 4. | Twin Sharing Room - Standard | room | 1 | | | HBVV UEL | ation of | Brent |
| | Room Accommodation for 2 pax | | | | | | notton | |
| | (2 nights) | | | | | Hot out to | noisivote | |
| | Check-in: 09 June 2025 | | | | | (able° wif | teristera | |
| | Check-out: 11 June 2025 | | | | | S riceT si | 1 not eld | |
| | The same and the s | | | | | | Charre | 2 |
| 5 | Triple Sharing Room - Standard | room | 1 | | | | 105.05111 | 4 |
| | Room Accommodation for 3 pax | | | | | 910 , 0991 | a rotoelo | |
| | (2 nights) | | | | | 'allinu | erephone | |
| | Check-in: 09 June 2025 | | | | | | Mulbe | |
| | Check-out: 11 June 2025 | | | | | ry one pe | enigadin | |
| | | | | | | -trout- | S dill | |
| | | | | | | | | |
| 6 | Twin Sharing Room - Standard | room | 5 | | | | | |

| No. | Technical Specification/s | Unit | Qty | eni | ed Price | Complia Tech Specific | Remarks | |
|------|---|--|-------------------------|---------------|----------|-----------------------------|----------------------------------|--|
| | | | 4 | Unit Price | Amount | Yes | Check) | |
| | (1 night) | | VCH | Price | | 162 | NO | |
| | (1 night) onem ent to you dits viames of su | HSY YOU | onem e | | | | | |
| | Check-in: 09 June 2025 Check-out: 10 June 2025 | опр отёл | alify the d solution | | | tot of archa? | .4. .5. | |
| 11. | Location and Site Condition | | | | | | | |
| 1 | Accessibility | | | | | | | |
| | Near downtown area | | | | | | | |
| | With access to main roads and highways* | | | | | s beet yilu | aving cars | f refiA |
| 2 | Parking Space | | | | | | awoll of se | symen |
| | With free parking space reserved | | | | | | | |
| III. | within or near venue* 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 | | | | | imie9 sa | of Busine | T Copy |
| | Proximity to Police and Fire Stations | | | | | mana 10 e | na eranq | biddy |
| 3 | Restaurant | | | | | X-ASS (| liw bable | 21g 11) |
| · · | Proximity to restaurants | | | | | LEATS THU? | with hi di | SOIUMÍ |
| 4 | Banking, Postal and Telecom | | | | | | | 0000 |
| | Proximity to banks, postal and | | | | | | | |
| | telecommunications service | | | | | E X-A29 | liw behive | ng 10 |
| | provider | | | | | | and of at | - Albert |
| IV. | Venue | | | | | | | |
| 1 ` | Structural Condition The foundation is made of concrete and structural steel materials or | | | | | | 1201017 11 | dmod |
| 0.4 | combination of both* Functionality of function room | | | | | M = X - A 8 H - I | Tiev babis | ora Hill |
| 2.1 | Roundtable setup for 60 pax | | | | | | asY Nasr | 0.006 |
| | Roundtable setup for 23 pax | | | | | | 1.3 | |
| | At most 8 seats per table | | | | | | | |
| | 1 Presidential table with 4 seats | | | | | | | |
| | Room must not have pillars, If any, | | | | | | Idaliava) | 200 |
| | pillars must not obstruct participants' view of stage and projector screen. | | | | | 90 101 6 3 01 90 no | M 10 SPM | |
| | Well-lighted and well-ventilated | | | | | E DON NOTE | ideliava) | 29.08 |
| | function room | | | | | A COLUMN | E as mal | 0.3 61 |
| | Comfortable and wide space | | | | | | | |
| | With strong (full bar signal) mobile network signal e.g. Globe/Smart | | | | | 2 4 mm60 | ou-toe by 8 bns 1/4 | 42 Allow |
| | Enough ceiling clearance for installation of LED Wall in the 60-pax function | | 1 | | | ide – erec A de nortes | se 2025 Sheanag Ru Accomme | 1 Twin |
| | Free provision of the following: | | | | | | nts) | gin S) |
| | Secretariat table* with 3 chairs | рс | 1 | | | | | |
| | Table for the Tech Booth with 2 chairs | рс | 1 | | | 6303 960 6303 960 | 11 3uo- | Check |
| | Tables for the projectors* | рс | 2 | | | | | HOLT - |
| | Projector screen, big size | рс | 1 | | | | mmnoad | mad |
| | Microphone units* | pc | 4 | | | | (air | tia Sh |
| | Podium | рс | 1 | | | 3750 | li no ai | 2012 |
| | Philippine flag and pole* | pc | 1 | | | | HE DU SH | The state of the s |
| | With 24-hour back-up | A STATE OF THE STA | | | | ELUX ADD | The turns | IO9AU I |

| No. | Technical Specification/s | Unit | Qty | Offer | ed Price | Complia Tech Specific | Remarks | |
|-----|---|-----------|-----|---------------|--|---|--|-----------------------------------|
| | | fir an | U | Unit Price | Amount | | Check) | |
| | Waived electricity charges for use of desktop, laptops, projector, and LED Wall. | | | | • | nit bae | oscapes nent | giupe |
| | With dedicated internet connection for a particular function room (not shared with other function rooms) | | | | | ergency fire ext opinaler iscommun | sible en standby utomatic i et and Te | zapoA misia s bna maini |
| | Provision of strong and reliable fiber* internet connection for video conferencing. Specify internet speed: | | | | | snodqal lion 24/7 bulding | nie to et connec ses of the | |
| .2 | Functionality of room accommodation | | | | | inomqiu | os fausiv- | olbuA |
| | Twin Sharing Room - Standard Room Accommodation for 2 pax (2 nights) | room | 1 | | metaya hayen aupute* | onal sourd choician' must crophone o | ie/operati tandby te mixe mixe andent mi | AlbuA Salfiv SibuA gebai |
| | Check-in: 09 June 2025 Check-out: 11 June 2025 | | | | | aine | merluper eonane | Inich |
| | Triple Sharing Room – Standard Room Accommodation for 3 pax (2 nights) | room | 1 | | 100 | rvices ^e otes learnin | enance se liveness nce prom | Iniem StijA IdmA |
| | Check-in: 09 June 2025 Check-out: 11 June 2025 | | | | Carlotte Comment of the Comment of t | ity services porsonnel | uoes etai soisem II | pabA to nO |
| | Twin Sharing Room – Standard Room Accommodation for 2 pax (1 night) | room | 5 | | | es ndividual o | n dinner | Cater The I walk- |
| | Check-in: 09 June 2025 Check-out: 10 June 2025 | | | | on the | | guarante g musi | n Joh niiis |
| | No additional cost for early check- in or late check-out, should this instance arise | | | | | Totale no Totale no Totale no | eup besi eme gniil | sutho sutho the ci |
| | Air-conditioned hotel room With wifi connection inside the | | | | | | 3202 er | ul eo |
| | Fully furnished with TV, towel, bedding, and toiletries | | | | | | 10 2025 a | ut. 60 |
| | With complimentary breakfast With complimentary water and | | | | | | - 2056 av | 0.00 |
| | coffee Hot and cold shower | | | | | | ACUE SALE | ed Alli |
| | The number of rooms specified in this RFQ is not a guaranteed booking but for budgetary purposes only. | | | | | | e 2025 acks te 2025 | 10 Juli |
| | Billing must be based on ACTUAL use of room accommodation. * | | | | | | ie 2025 Iowing oc June 203 | 10 Jul Free 08-10 |
| | PSA will give the final number of rooms at least 3 days before the event. | | | | | | offud being : its/Desser | Mena menu a) Fri |
| 1 | Facilities | | | | | esibooM | etable of | eV (o |
| | Water supply and toilet Continuous water supply and accessible and adequate number of comfort rooms* | | | | | niatorii taz lo (Mogno | nation n. or beef a. end t drinks | 6186kg 6) RH 1) Sof |
| | Elevators At least one (1) operational elevator available 24/7* | | | | | any che burger, se such la sume | i Snacke siopao, deilcac empana | AMVEN cake native mays |

| No. | Technical Specification/s | Unit | Qty | Offered Price | | Compli Tech Specifi | Remarks | |
|-----|---|------------|-----|---------------|-----------|--|--|----------------------------------|
| | | | 0 | Unit Price | Amount | (Please | No | |
| | Fire escapes and fire-fighting equipment | | | FIICE | | lasktep | to a | ry . |
| | Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler* | | | | | betseif n roi ta ton) m | de d | N Jo Ut |
| | Available telephone and/or internet connection 24/7 within the premises of the building* | | | | 1. | etrong ar ret conni arencing. ed: | o nelsled o nelsled er inter ege tennel | id lit |
| | Audio-visual equipment Audible/operational sound system with standby technician* Audio mixer must have | | | | | st8 – mod ot nattsb | ionamy imposition Scommittee | niwT |
| | independent microphone outputs* | | | | | | - Cerri | 318 37 |
| 4 | Other requirements Maintenance Provision of janitorial and | | | | | | ochsis | Data Data |
| | maintenance services* Attractiveness Ambience promotes learning* Security | | | | | | Account lifs) | gin S) |
| | Adequate security services 24/7* On call medical personnel in case | | | | | ne 2025 une 2025 | ol 00 mi- | Chec |
| 5 | of emergency* Catering Services | | | | | | Fi gathada | 172.02.1 |
| | The PhP 500 individual order for walk-in dinner at the restaurant is not a guaranteed booking. | | | | | | 4 ()d | on t) |
| | 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. | | | | | une 2025 set for ea out, shet | cout: 10 differences of the check of the che | Chec No ed In or Instar |
| | Lunch 09 June 2025 | pax | 14 | | Todas | piani noils | ennos ilia | anw ! |
| | PM Snacks 09 June 2025 | pax | 14 | | Wei, jow | VI dile | bedelmui | Felly |
| | Dinner 09 June 2025 | pax | 14 | | lest less | iary broat | iemligno: | HILV |
| | AM Snacks 10 June 2025 | pax | 29 | | 0116 | Simply 181 | i Salingino. | retion |
| | Lunch 10 June 2025 | pax | 29 | | ni beilio | ower come spe | to reamin | 1 017 |
| | PM Snacks 10 June 2025 Dinner | pax pax | 14 | | Visiadpo | 101 | ted gr | ideod |
| | 10 June 2025 Free flowing coffee* | pax | | | Tan Tan | 100 100 000 | eg 12000 | |
| | 09-10 June 2025 | | | | *.80 | tsbommo | oe mean | 0 esa |
| | Managed buffet with the following menu*: a) Fruits/Dessert, b) Soup, | | | | | in isni) e sd eysb S | It evig Iliv tenai ts | PSA room event |
| | c) Vegetable or Noodles, d) Two Protein Dishes (combination of seafood/fish, chicken, or beef or pork), e) Rice, and | | | | | tellet bi us nets Isspets | supply e w sucur sible and | Water Vanu |
| | f) Soft drinks AM/PM Snacks - any choice from cake, siopao, burger, pasta, or native delicacies such as puto maya, empanada, suman among | | | | | 57 -(1)0 No 24/75 | ano fast ano fast sast one | L IA Steries |

| No. | Technical Specification/s | Unit | Qty | Offer | ed Price | Compliance to Technical Specifications | | Remarks |
|-----|---|-----------|---------|---------------|---------------|--|----------|---------|
| | | | | Unit Price | Amount | (Please | No | |
| | others with choice of | | • | FIICE | | 168 | NO | |
| | 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 | | | | h. | | | |
| | (in words and in figures) | | | | | | | |
| | Printed Name of authorized representation: Position: Name of Company: Address: Email Address: Tel./Cellphone No.: Date: Attestation by Canvasser | | | | | | | |
| | I,conducted the canvass as describ | ped in th | nis doc | ument. | , hereby atte | est that I pe | rsonally | |
| | I confirm that the information colle my knowledge and ability. I under the facts may result in legal conse | stand ti | hat pro | | | | | of |
| | | | | | | | | |
| | Signature of Canvasser: | | | | | | | |
| | Date of Signature: | | | | | | | |
| | | | | | | | | |