



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
MISAMIS OCCIDENTAL



REQUEST FOR QUOTATION
RFQ No. 2025-05-035

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 (Lease of Real Property or Venue) 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 July 2025 Labor Force Survey and 2025 Family Income and Expenditure Survey Visit 1 Series of Training
Location	Misamis Occidental
Date of Event	June 30, 2025-July 5, 2025 and July 7, 2025
Quantity	60 pax
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Eight Hundred Seventy Thousand Pesos Only. PhP870,000.00

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **5 June 2025, 9:00am**, 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, Omnibus Sworn Statement, Income/Business Tax Return** and **Philgeps Registration Certificate**, 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: f.cabañeros@psa.gov.ph

For any clarification, you may contact **Ms. Fatima A. Cabañeros** at (088)521-0901/564-0233.


GEORGETTE F. GAYOMALI
TWG Chairperson



G/F Gaisano Southwing Mall, Port Road cor. 15 de Noviembre St.,
Ozamiz City, Misamis Occidental
Telephone: (088) 564 - 0233
Email: misamisoccidental@psa.gov.ph

Website: <http://rso10.psa.gov.ph/misamis-occidental>



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.

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 = DxExE	G	H	
I.	Availability							
	Lot 1							
	Room Accommodation: 5 nights Check-in: 30 June 2025 Check out: 7 July 2025 Triple Sharing Accommodation	room	20					
	Two function rooms good for 30 participants in each room, available for use from 7AM-7PM on 30 June 2025-5 July 2025 and 7AM-5PM on 7 July 2025	room	2					
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 = DxExE	G	H	
IV.	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 participants specified in this RFQ is not a guaranteed booking but for budgetary purposes only.							
	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*							
	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*							
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*							

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	
V.	Catering Services							
	30 June 2025-5 July 2025 (6 days) Managed Buffet: Breakfast: 2 main course, rice, fruits, coffee/choco/juice AM Snacks with Beverage <u>Managed Buffet</u> Lunch: 4 main courses of chosen menu with soup dish, fruits/dessert, rice, soft drinks or fruit juice PM Snacks with Beverage <u>Managed Buffet</u> Dinner: 4 main courses of chosen menu with soup dish fruits/dessert, rice, soft drinks or fruit juice	packs	60					
		packs	60					
		packs	60					
		packs	60					
		packs	60					
		packs	60					
	7 July 2025 Managed Buffet: Breakfast: 2 main course, rice, fruits, coffee/choco/juice AM Snacks with Beverage <u>Managed Buffet</u> Lunch: 4 main courses of chosen menu with soup dish, fruits/dessert, rice, soft drinks or fruit juice PM Snacks with Beverage <u>Managed Buffet</u> Dinner: 4 main courses of chosen menu with soup dish fruits/dessert, rice, soft drinks or fruit juice	packs	60					
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		packs	60					
		packs	60					
		packs	60					
		packs	60					
	Provision of free flowing coffee							
	Provide menu choices							
	Waived corkage fee for outside food items or ‘ pica-pica’, e.g. chips, nuts, candies, among others							
	PSA is allowed to add packs for meals on the day of the function whenever necessary.							
	PSA strictly Implement a “no gift policy”							
	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: _____

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: _____