



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
MISAMIS OCCIDENTAL



REQUEST FOR QUOTATION
RFQ No. 2025-07-050

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 the 2025 Mid-Year Performance Review and Team Building Activity
Location	Misamis Occidental
Date of Event	July 30 & 31-August 1, 2025
Quantity	20 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)	One Hundred Fifty Five Thousand Pesos Only. Php155,000.00

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **18 July 2025, 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, Philgeps Registration Number, and Income/Business Tax Return** 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)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://rsso10.psa.gov.ph/misamis-occidental>

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							
	Function room good for 20 participants, available for use from 7AM-7PM on 30- 31 July 2025	room	1					
	Room Accommodation for 2 nights: Check-in: 30 July 2025 Check out: 1 August 2025 30 July 2025 Allow Sharing (Twin, Triple and Dormitory) for 11 ladies and 9 gentlemen 31 July 2025 Allow Sharing (Twin, Triple and Dormitory) for 12 ladies and 8 gentlemen							
	Function Room availability for physical setup on 29 July 2025							
II.	Location and Site Condition							
1	Accessibility							
	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							

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				Unit Price	Amount	(Please Check)		
						Yes	No	
A	B	C	D	E	F = DxExE	G	H	
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							
	Must have a front stage with:							
	a. 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 21 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	1					
	d. Projector screen	pc	1					
	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							

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				Unit Price	Amount	Yes	No	
				E	F = DxE	G	H	
A	B	C	D	E	F = DxE	G	H	
	outputs							
	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 a particular 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 participants 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*							
	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							

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				Unit Price	Amount	Yes	No	
				E	F = DxE	G	H	
A	B	C	D	E	F = DxE	G	H	
	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*							
5	Catering Services							
	<u>20 Participants</u>							
	<u>30-31 July 2025</u>							
	Managed Buffet: Breakfast: 2 main course, rice, fruits, coffee/choco/juice	packs	20					
	AM Snacks with Beverage	packs	20					
	Managed Buffet Lunch: 4 main courses of chosen menu with soup dish, fruits/dessert, rice, soft drinks or fruit juice	packs	20					
	PM Snacks with Beverage	packs	20					
	Managed Buffet Dinner: 4 main courses of chosen menu with soup dish fruits/dessert, rice, soft drinks or fruit juice	packs	20					
	<u>1 August 2025</u>							
	Managed Buffet: Breakfast: 2 main course, rice, fruits, coffee/choco/juice	packs	20					
	AM Snacks with Beverage	packs	20					
	Managed Buffet Lunch: 4 main courses of chosen menu with soup dish, fruits/dessert, rice, soft drinks or fruit juice	packs	20					
	PM Snacks with Beverage	packs	20					
	Provision of free flowing coffee							
	Waived corkage fee for outside food items or 'pica-pica', e.g. chips, nuts, candies, among others							
	Provide menu choices							
	PSA is allowed to add packs for meals on the day of the function whenever necessary.							

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				Unit Price	Amount	Yes	No	
				E	F = DxE	G	H	
A	B	C	D	E	F = DxE	G	H	
	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: _____



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:

