



**REQUEST FOR QUOTATION**  
**RFQ No. 2023-08-082**

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

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

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

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

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

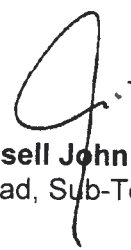
The Philippine Statistics Authority – Misamis Occidental, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure **Lease of Venue with Meals in accordance with Section 53.10 (Lease of Real Property and Venue)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Name of Project	Lease of Venue with Meal and Snacks for the 2022 Census of Agriculture and Fisheries (2022 CAF) Third Level Training
Location	Within Misamis Occidental
Date of Delivery	August 23-30, 2023
Quantity	23 pax
Terms of Payment	20 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	One Hundred Sixty One Thousand Five Hundred Seventy Pesos Only. PhP161,570.00

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **16 August 2022** 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 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 grounds for post-disqualification.

Philippine Statistics Authority, Misamis Occidental Provincial Office, G/F Gaisano Mall, Southwing Ozamiz City, or through email at [misamisoccidental@psa.gov.ph](mailto:misamisoccidental@psa.gov.ph).

For any clarification, you may contact **Mr. Mar June S. Mendez** at (088)521-0901/564-0233.

  
**Rosell John Gabi**  
Head, Sub-Technical Working Group

## 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.

Instructions:

Accomplish this RFQ correctly and accurately.  
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.  
Failure to follow these instructions will disqualify the entire quotation.  
Failure to use this form will disqualify your quotation.  
Please do not leave any blank items. Indicate "0" if item is being offered for free.

**BID FORM**  
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 (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				E	F = Dx E	G	H	
A	B	C	D	E	F = Dx E	G	H	
	Availability							
	Function room available for use from 7AM to 8PM on <u>August 23-30, 2023 (excluding Sunday)</u> that can <u>accommodate 23 pax</u>							
	<u>Either in Municipality of Don Victoriano or City of Tangub</u>							
	Function Room availability for physical setup on <u>August 21, 2023, or August 22, 2023 (the day before the actual event) *</u>							
	Location and Site Condition							
	Accessibility							
	With access to main roads and highways*							
	Parking Space							
	With free parking space reserved within or near venue*							
I.	Neighborhood Data							
	Sanitation and health condition							
	Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority							
	Health status screening* at hotel entrance (temperature check, health status declaration)							
	Disinfecting station* at hotel entrance (e.g. foot bath and alcohol station)							
	Police and fire station							
	Proximity to Police and Fire Stations							
	Restaurant							
	Proximity to restaurants							
	Banking, Postal and Telecom							
	Proximity to banks, postal and telecommunications service provider							
V.	Venue							
	Location: <u>Either in Municipality of Don Victoriano or City of Tangub</u>							
1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
	Functionality of function room							
	Classroom setup for <u>number of pax</u> (abides the <u>physical distancing</u> )*							
	Room must not have pillars. If any, pillars must not obstruct participants' view of <u>stage</u> and <u>projector screen</u> .							
	Well-lighted and well-ventilated function room							

Comfortable and wide space for at most pax, space enough to implement physical distancing							
With strong (full bar signal) mobile network signal e.g. Globe/Smart							
Free provision of the following:							
a. Secretariat table*	pc	1					
b. Tables for the projectors*	pc	2					
c. Projector screen	pc	1					
d. Microphone units* (preferably wireless)	pc	2					
e. Philippine flag and pole*	pc	1					
f. With 24-hour back-up generator set							
g. Waived electricity charges for use of at most 4 laptops and 2 projectors.							
h. With dedicated internet connection for a particular function room (not shared with other function rooms)							
i. Provision of strong and reliable internet connection for video conferencing. Specify internet speed: 50 mbps							
<b>Functionality of room accommodation</b>							
Standard Twin-Sharing Accommodation with one extra bed (5 nights)  Check-in: 23 August 2023 Check out: 26 August 2023 and Check-in: 28 August 2023 Check out: 30 August 2023  (excluding Sunday)	Rooms	2					
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							
Accommodations:  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 wil give the final number of rooms at least 3 days before the event.							
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*							
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*							
<b>Catering Services</b>							
<b>AM and PM Snacks with Beverage*</b>							
Lunch: 4 main courses of chosen menu, fruits/dessert, rice, softdrinks							
<b>Free-flowing coffee*</b>							
Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
<b>Location:</b>  <i>Either in Municipality of Don Victoriano or City of Tangub)</i>  Lunch, AM and PM Snacks (for 7 days) From 23 August 2023 to 30 August 2023 (excluding Sunday)  <u>Breakfast and Dinner</u>  Breakfast -From 24 August 2023 to 30 August 2023 (excluding Sunday)  Dinner – From 23 August to 29 August 2023(excluding Sunday)	23	Pax					
	6	Pax					
<b>TOTAL OFFERED PRICE (in words and in figures)</b>							

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

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

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

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

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No: \_\_\_\_\_

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