



Republic of the Philippines

**PHILIPPINE STATISTICS AUTHORITY**

MISAMIS ORIENTAL



**REQUEST FOR QUOTATION**

**RFQ No. 053**

**01 July 2024**

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

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

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

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

The Philippine Statistics Authority – Misamis Oriental, will undertake an Alternative Mode of Procurement through Negotiated Procurement – Lease of Real Property and Venue 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:

<b>Name of Project</b>	Lease of Venue with Meals for the City Level Training of the 2024 POPCEN-CBMS Household Data Collection and Geotagging
<b>Location</b>	Within Cagayan de Oro City
<b>Date of Event</b>	July 8-13, 2024
<b>Quantity</b>	See attached bid form
<b>Terms of Payment</b>	30 working days upon receipt of Statement of Account and must accept send bill policy
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 2: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 3: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 4: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 5: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 6: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)  Lot 7: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)



3<sup>rd</sup> Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent  
Limketkai Center, Brgy 31, Cagayan de Oro City  
Contact Number: 09565766106  
Email: misamisoriental@psa.gov.ph

<p>Lot 8: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 9: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 10: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 11: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 12: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 13: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 14: One Hundred Eighty Thousand Pesos Only (PhP 180,000.00)</p> <p>Lot 15: Sixty Seven Thousand Five Hundred Pesos Only (PhP 67,500.00)</p> <p>Total: Two Million Five Hundred Eighty Seven Thousand Five Hundred Pesos Only (PhP 2,587,500.00)</p>
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We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **04 July 2024, 5:00 PM** 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.

Submit the **signed and sealed** quotation to the PSA Canvasser or may submit personally to the PSA Provincial Office at the address stated below or thru email at *[misamisoriental@psa.gov.ph](mailto:misamisoriental@psa.gov.ph)*.

For any clarification, you may contact Mr. Jerwin A. Asiñero at 09770619575.

  
**JERWIN A. ASIÑERO**  
 TWG Chairperson

## **General 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. Partial bids are allowed. All Goods are grouped in lots listed in the Bid Form. Suppliers shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of evaluation and contract award.
3. Price quotation, in peso denomination, must be valid for a period of 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 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	
<b>I. ELIGIBILITY REQUIREMENTS</b>								
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)							
<b>II. TECHNICAL SPECIFICATIONS</b>								
<b>I.</b>	<b>Availability</b>							
1.	Function room availability on 08-12 July 2024							
	Lot 1: Bugo, Puerto, Agusan 48 pax	room	1					
	Lot 2: Tablon, F.S. Catanico, Cugman 48 pax	room	1					
	Lot 3: Gusa, Indahag 48 pax	room	1					
	Lot 4: Lapasan, Puntod 48 pax	room	1					
	Lot 5: Camaman-an, Macasandig 48 pax	room	1					
	Lot 6: Barangay 1-40, Consolacion, Nazareth 48 pax	room	1					
	Lot 7: Macabalan, Kauswagan 48 pax	room	1					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Lot 8: Bonbon, Bayabas, Bulua 48 pax	room	1					
	Lot 9: Carmen (EA 001000-080000) 48 pax	room	1					
	Lot 10 Carmen (EA 081000-128104), Iponan 48 pax	room	1					
	Lot 11: Balulang 48 pax	room	1					
	Lot 12: Canitoan, Patag 48 pax	room	1					
	Lot 13: Lumbia, Bayanga, Pagatpat 48 pax	room	1					
	Lot 14 Baikington, San Simon, Pagalungan, Taglimao, Tuburan, Tagpangi, Mambuaya, Pigsag-an, Tumpagon, Dansolihon, Besigan, Balubal 48 pax	room	1					
2.	Function room availability on 13 July 2024							
	Lot 15. Team Supervisor's Class 90 pax	room	2					
3	Allowed set-up at 4-7 PM on 07 July 2024, whenever applicable							
<b>II.</b>	<b>Location and Site Condition</b>							
1	Accessibility							
	Near downtown area							
<b>III.</b>	<b>Neighborhood Data</b>							
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							
<b>IV.</b>	<b>Venue</b>							
1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2	Functionality of function room							
	Classroom setup							
	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							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Comfortable and wide space for at most <b>50 pax</b> , space enough to implement physical distancing							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	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	2					
	Microphone units*	pc	4					
	Podium	pc	1					
	Philippine flag and pole*	pc	1					
	With 24-hour back-up generator set							
	Waived electricity charges for use of desktops, laptops and projectors.							
	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 <b>speed 20 to 50 mbps</b>							
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*							
	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*							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Attractiveness Ambience promotes learning*							
	Security Adequate security services 24/7*							
	On call medical personnel in case of emergency*							
5	Catering Services							
	July 8-12 AM/PM Snacks and Lunch							
	July 13 AM/PM Snacks and Lunch for the Team Supervisor's Class							
	Any day from July 1-12 (at most 3 days) AM/PM Snacks and Lunch for reserved pax (regional and CO supervisors, if there are any)							
	Lot 1: Bugo, Puerto, Agusan 48 pax	packs	240					
		PhP 180,000 ABC						
	Lot 2: Tablon, F.S. Catanico, Cugman 48 pax	packs	240					
		PhP 180,000 ABC						
	Lot 3: Gusa, Indahag 48 pax	packs	240					
		PhP 180,000 ABC						
	Lot 4: Lapasan, Puntod 48 pax	packs	240					
		PhP 180,000 ABC						
	Lot 5: Camaman-an, Macasandig 48 pax	packs	240					
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	Lot 6: Barangay 1-40, Consolacion, Nazareth 48 pax	packs	240					
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Lot 8: Bonbon, Bayabas, Bulua 48 pax	packs	240						
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Lot 9: Carmen (EA 001000-080000) 48 pax	packs	240						
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Lot 12: Canitoan, Patag 48 pax	packs	240						
	PhP 180,000 ABC							
Lot 13: Lumbia, Bayanga, Pagatpat 48 pax	packs	240						
	PhP 180,000 ABC							
Lot 14: Baikington, San Simon, Pagalungan, Taglimao, Tuburan, Tagpangi, Mambuaya, Pigsag-an, Tumpagon, Dansolihon, Besigan, Balubal 48 pax	packs	240						
	PhP 180,000 ABC							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
Lot 15. Team Supervisor Class 90 pax	packs	90						
		PHP 67,500 ABC						
Snack Meals								
With Cold Juice/Tea Drinks								
Non-pork								
Choice of pastry products (sandwiches, cakes, etc.), burger, pasta, or native Filipino food/kakanin								
Lunch Meals								
With Soda Drinks								
Non-pork								
Rice								
3 viands – combination of 2 protein dish (fish, chicken, or beef), 1 type of noodle or vegetable dish								
Provision of flowing drinking water								
The number of pax is not guaranteed. This is for budgetary purposes only.  PSA will be allowed to finalize the guaranteed pax at least 3 days before the event.								
PSA will be allowed to make additional orders out of the reserved pax, whenever necessary.								
Billing should be based on actual expenses incurred.								
<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: \_\_\_\_\_