



**REQUEST FOR QUOTATION**  
**RFQ No. 064**

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

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

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

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

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

The Philippine Statistics Authority–Misamis Oriental (PSA-Mis.Or.) through its Technical Working Group (TWG), will undertake an Alternative Mode of Procurement through Negotiated Procurement – Lease of 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 Room Accommodation and Full Board Meals for 2025 Updating of List of Agricultural Farm Operators and Inland Fishing Households, and 2025 Listing of Marine Fish Landing Centers (ULAFO-LMFLC) Fourth Level Training
<b>Location</b>	Within Cagayan de Oro City
<b>Date of Event</b>	August 11 to 22, 2025 (any 5 days)
<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>	Two Million Five Hundred Sixty Five Thousand Pesos Only (PhP 2,565,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **25 July 2025, 10:00 AM** 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 Latest Annual Income Tax Returns**, please submit these documents along with your accomplished quotation. The **Omnibus Sworn Statement** must be submitted upon notification of the TWG of the lowest calculated quotation. Failure to submit the **Omnibus Sworn Statement** within the given period shall be a ground for post-disqualification.

Submit the **signed and sealed** quotation to the PSA Canvasser or may submit personally to the TWG Secretariat 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. Asañero at 09770619575.

  
**JERWIN A. ASIÑERO**  
TWG Chairperson



## **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 80 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 = DxE	G	H	
I.	Eligibilty Requirements							
	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)							
	2024 Annual Income Tax Return  (If provided with PSA-X, please indicate in the Remarks portion and check “Yes” in Column G)							
	Snip of PhilGEPS Registration Number  (If provided with PSA-X, please indicate in the Remarks portion and check “Yes” in Column G)							
II.	Availability							
1	Function room good for <b>40 pax</b> or more with social distancing available for use from 7AM to 5PM on August 11 to 22, 2025* <b>(any 5 days)</b>	room	5					
2.	Allowed set-up at 5pm to 7pm, day before the start of the training*							
3.	Twin sharing room accommodation with complimentary breakfast. Check-in: August 2025; 2:00pm Check-out:August 2025:12:00nn <b>(Any 4 nights from August 11 to 22, 2025)</b>	room	95					
III.	Location and Site Condition							
1	Accessibility							
	Within Cagayan de Oro City							
	With access to main roads and highways*							
2	Parking Space							
	With free parking space reserved within or near venue*							
IV.	Neighborhood Data							

Lease of Venue with Room Accommodation and Full Board Meals for 2025 Updating of List of Agricultural Farm Operators and Inland Fishing Households, and 2025 Listing of Marine Fish Landing Centers (ULAFO-LMFLC) Fourth Level Training

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
1	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)							
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							
V.	Venue							
1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both*							
2.1	Functionality of function room							
	Class room setup for 40 pax*							
	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 40 pax, space enough to quiz competition							
	With strong (full bar signal) mobile network signal e.g. Globe/Smart							
	Free provision of the following:							
	a. Secretariat table*	pc	5					
	b. Presidential table*	pc	5					
	c. Table for the Technical Team*	pc	5					
	d. Table for the projector*	pc	5					
	e. Projector and projector screen	pc	5					
	f. Microphone units* (preferably wireless; 1 microphone stand)	pc	10					
	g. Philippine flag and pole*	pc	5					
	h. With 24-hour back-up generator set							
i. Waived electricity charges for use of desktops, laptops and projector.								
j. With dedicated internet connection for a particular function room (not shared with								

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	other function rooms)							
	k. Provision of strong and reliable internet connection with a minimum required speed of <b>25mbps</b> . Specify internet speed:							
2.2	Functionality of room accommodation							
	Twin sharing room accommodation with complimentary breakfast. Check-in: August 2025; 2:00pm Check-out:August 2025:12:00nn <b>(Any 4 nights from August 11 to 22, 2025)</b>	room	95					
	No additional cost for early check-in or late check-out, should this instance arise							
	Air-conditioned hotel room							
	With wifi connection inside the hotel room							
	Fully furnished with TV, towel, bedding, and toiletries							
	With complimentary breakfast for Check-in Participants							
	With complimentary water and coffee							
	Hot and cold shower							
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	Othe 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	
5	Catering Services							
	<b>BREAKFAST</b> managed buffet served with the following menu combination from <b>August 12 to 22, 2025 ( any 4 days )</b>  a. Two breakfast menu (combination of any of the following: hotdog, longganiza, chorizo, luncheon meat, tocino, ham, corned beef, danggit, daing 6ab angus, giniling) b. Sunny-side up or Scrambled egg c. Fruits d. Drinks e. Rice f. Flowing coffee/chocolate drink/creamer/sugar	pax	190	Complimentary breakfast				
	<b>AM SNACK</b> served with beverages from <b>August 11 to 22, 2025 ( any 5 days )</b>  (any choice from sandwich, pasta, burger, cake, siopao, and native delicacies such as biko, cassava cake, suman among others) with nuts or candies and with drinks such as juice, ice tea, hot chocolate and coffee.	pax	190					
	<b>LUNCH</b> managed buffet served with the following menu combination from <b>August 11 to 22, 2025 ( any 5 days )</b>  a. Two meats (combination of pork, beef, or chicken) b. One seafood c. Noodles/Vegetables d. Soup e. Fruits/Dessert f. Softdrinks g. Rice	pax	190					
	<b>PM SNACK</b> served with beverages from <b>August 11 to 22, 2025 ( any 5 days )</b>  (any choice from sandwich, pasta, burger, cake, siopao, and native delicacies such as biko, cassava cake, suman among others) with nuts or candies and with drinks such as juice, ice tea, hot chocolate and coffee.	pax	190					
	<b>DINNER</b> managed buffet served with the following menu combination from <b>August 11 to 21, 2025 ( any 4 days )</b>  a. Two meats (combination of pork, beef, or chicken) b. One seafood c. Noodles/Vegetables d. Soup e. Fruits/Dessert	pax	190					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	f. Softdrinks g. Rice							
	Provision of free-flowing coffee at no additional cost							
	Waived corkage fee for outside foods such as nuts, chips, candies, etc.							
	Billing should be based on actual expenses incurred.							
	Send-bill arrangement							
	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: \_\_\_\_\_