



REQUEST FOR QUOTATION
RFQ No. 081

22 AUGUST 2024

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), intends to procure an **Alternative Mode of Procurement** through **Negotiated Procurement** the items stated below in accordance with **Section 53.10 Lease of Venue** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

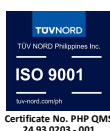
Name of Project	Lease of Venue with Full Board Meals and Accommodation for the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) Third Level Training
Location	Cagayan de Oro City
Date of Delivery	SEPTEMBER 23 to 27, 2024 (5 days)
Quantity	89 pax
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	ONE MILLION THREE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (Php 1,003,750.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **30 AUGUST 2024, 10:00 AM**, subject to the Terms and Conditions provided. If you haven't provided the PSA a copy of your **Mayor's/Business Permit, Latest Income Tax Returns** and **PhilGeps Membership Certificate** please submit these documents along with your accomplished quotation.

Submit the **sealed** quotation form to the PSA Canvasser or you may submit it through email at **misamisoriental@psa.gov.ph**

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


JERWIN A. ASIÑERO
 Chairperson -TWG



3rd 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

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								
1	Function rooms good for 45 pax available for use from 7AM to 7PM on 23 September 2024 to 27 September 2024 (5 days)	room	2					
2	Twin Sharing Room with complimentary breakfast for four (4) nights Check-in: 23 September 2024 Check-out: 27 September 2024	room	23					
II. Location and Site Condition								
1	Accessibility							
	Nearby or within the area of Cagayan de Oro City and Misamis Oriental							
	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							
IV. Venue								

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	
1	Structural Condition The foundation is made of concrete and structural steel materials or combination of both							
2.1	Functionality of function room							
	Classroom setup for 45 pax with 1 presidential table.							
	Classroom arrangement observes social distancing .							
	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 space for 45 pax.							
	Daily sanitation of function room							
	Amenities include:							
	a. Tables for the projector*	pc	2					
	b. Projector screen	pc	2					
	c. Philippine Flag and Pole*	pc	1					
	d. Podium and elevated platform (stage)*	pc	1					
	e. With 24-hour back-up generator set							
	f. Waived electricity charges for use of laptops and projector*							
2.2	Functionality of room accommodation							
	Twin Sharing Room with complimentary breakfast for four (4) nights Check-in: 23 September 2024 Check-out: 27 September 2024	room	23					
	Twin sharing rooms with complimentary breakfast							
	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							
	Not identified as isolation area/unit for LSIs and OFW returnees							
3	Facilities							
	Water supply and toilet Continuous water supply and accessible and adequate number of comfort rooms*							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				A	B	C	D	
	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*							
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							
	BREAKFAST managed buffet served with the following menu combination from 24 September 2024 to 27 September 2024 (4 days) a. Two breakfast menu (combination of any of the following: hotdog, longganiza, chorizo, luncheon meat, tocino, ham, corned beef, danggit, daing na bangus, giniling) b. Sunny-side up or Scrambled egg c. Fruits d. Drinks e. Rice f. Flowing coffee/chocolate drink/creamer/sugar	pax	45	Complimentary				
		pax	44					
	AM SNACK: September 23 to 27, 2024 (5 days) (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 and hot chocolate.	pax	89					

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications (Please Check)		Remarks
				Unit Price	Amount	Yes	No	
				A	B	C	D	
	<p>LUNCH managed buffet served with the following menu combination: September 23 to 27, 2024 (5 days)</p> <ul style="list-style-type: none"> 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	89					
	<p>PM SNACK: September 23 to 27, 2024 (5 days)</p> <p>(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 and hot chocolate.</p>	pax	89					
	<p>DINNER managed buffet served with the following menu combination: September 23 to 26, 2024 (4 days)</p> <ul style="list-style-type: none"> 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	89					
	<p>Specs for Snacks: Packaging: Recycable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)</p> <p>Specs for Lunch/Dinner: Reusable plates, mugs & cutlery</p> <p>Note: Food service and packaging shall comply with the office Memorandum No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, Events, and Other Activities, Mandating the use of Ecologically Sustainable Products or</p>							

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	
	Packaging Materials and the prohibition on the Use of Styrofoam and Single-use Plastic							
	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 from actual expenses incurred.							
6	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: _____

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:

