



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

BUKIDNON

REQUEST FOR QUOTATION

RFQ No. 2023-07-102

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

PhilGEPS Registration No. (**required**): _____

The Philippine Statistics Authority – Bukidnon Provincial Statistical Office, (PSA Bukidnon) 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 and Venue)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Name of Project	Lease of Venue with Meals and Accommodation for the 2022 Census of Agriculture and Fisheries (2022 CAF) Second Level Training
Location	within Bukidnon
Date of Delivery	31 July 2023 to 06 August 2023
Quantity	94 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 Million Nine Hundred Seventy Four Thousand Pesos Only (PhP1,974,000.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **20 July 2023, 12:00NN** 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 a ground for post-disqualification.

Submit the **signed and sealed** quotation to the PSA Canvasser or may submit personally to the PSA Bukidnon at the address stated below or thru email at psabukprocurement@gmail.com.

For any clarification, you may contact **Ms. Fatima Mae B. Galve** at 0936-805-0850.

ON TRAVEL
HENSYLL R. CABUGSA
Head, Sub-Technical Working Group


FATIMA MAE B. GALVE
Member, Sub-Technical Working Group



Address: Purok 2, Landing, Casisang, Malaybalay City, Bukidnon
Mobile Number: 0936-805-0850
Website and Email Address: bukidnon@psa.gov.ph

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. 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.
8. 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.
9. 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.
10. 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.

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:

Items 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	Two function room good for <u>48</u> pax and 46 pax available for use from 7AM to 8PM on <u>31 July 2023 to 06 August 2023</u> *							
2	Standard Triple-Sharing Accommodation (with 1 extra bed in one room) Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>16</u> participants *With complimentary breakfast good for 2	room	5					
	Standard Twin-Sharing Accommodation (with 1 extra bed in one room) Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>5</u> participants *With complimentary breakfast good for 2	room	2					
	Family room (good for 4) Accommodation (with 1 extra bed in one room) Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>25</u> participants *With complimentary breakfast good for 2	room	6					

	Dormitory (good for 24) Accommodation Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>48</u> participants *no complimentary breakfast	room	2					
3	Function Room availability for physical setup on 30 July 2023 <i>(the day before the actual event) *</i>							
II.	Location and Site Condition							
1	Accessibility							
	Within Malaybalay City							
	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							
	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							
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							
	Classroom setup for <u>48</u> pax and <u>46</u> pax (abides the physical 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 and wide space for at most <u>48</u> pax and <u>46</u> 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	2				
	d. Microphone units* (preferably wireless)	pc	4				
	e. Philippine flag and pole*	pc	1				
	f. With 24-hour back-up generator set						
	g. Waived electricity charges for use of at most <u>4</u> 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: 100mbps						
2.2	Functionality of room accommodation						
	Standard Triple-Sharing Accommodation (with 1 extra bed in one room) Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>16</u> participants *With complimentary breakfast good for 2	room	5				
	Standard Twin-Sharing Accommodation (with 1 extra bed in one room) Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u> 6 nights: <u>5</u> participants *With complimentary breakfast good for 2	room	2				
	Family room (good for 4) Accommodation (with 1 extra bed in one room)	room	6				

	<p>Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u></p> <p>6 nights: <u>25</u> participants</p> <p>*With complimentary breakfast good for 2</p>						
	<p>Dormitory (good for 24) Accommodation</p> <p>Check-in: <u>31 July, 2:00PM</u> Check-out: <u>06 August 2023, 12:00NN</u></p> <p>6 nights: <u>48</u> participants</p> <p>*no complimentary breakfast</p>	room	2				
	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 water and coffee						
	Hot and cold shower						
	<p>The number of rooms specified in this RFQ is not a guaranteed booking but for budgetary purposes only.</p> <p>Billing must be based on ACTUAL use of room accommodation. *</p> <p>PSA will give the final number of rooms at least one day before the event.</p>						
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*							
	Attractiveness Ambience promotes learning*							
	Security Adequate security services 24/7*							
	On call medical personnel in case of emergency*							
5	Catering Services							
	Breakfast with Beverage managed buffet with the following menu*: Fruits/Dessert, Soup, Vegetable, two protein dish (combination of seafood/fish, chicken, or beef), rice, juice							
	AM and PM Snacks with Beverage* Lunch and dinner managed buffet with the following menu*: Fruits/Dessert, Soup, Vegetable, two protein dish (combination of seafood/fish, chicken, or beef), rice, juice or soft drinks Free-flowing coffee*							
	Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
	AM and PM Snacks (<i>for 7 days</i>) From <u>31 July 2023</u> to <u>06 August 2023</u>	pax	94					
	Breakfast (<i>for 6 days</i>), leave blank if complimentary From <u>01 August 2023</u> to <u>06 August 2023</u>	pax	68					
	Lunch (<i>for 7 days</i>) From <u>31 July 2023</u> to <u>06 August 2023</u>	pax	94					
	Dinner (<i>for 6 days</i>) From <u>31 July 2023</u> to <u>06 August 2023</u>	pax	94					
	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: _____