



REQUEST FOR QUOTATION
RFQ No. 018
(Extended Canvass)

Date: _____

Name of Establishment: _____

Address: _____

Business Permit No.: _____ TIN: _____

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


The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), 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:

Name of Project	Lease of Venue with Meals and Accommodation for the 2024 Functional Literacy, Education and Mass Media Survey Data Evaluation Workshop
Location	within Cagayan de Oro City
Date of Event	11-13 March 2025
Quantity	See attached bid form
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Four Hundred Eighty Six Thousand Six Hundred Pesos (PhP 486,600.00)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **25 February 2025, 5:00PM** subject to the Terms and Conditions provided in this RFQ. If you haven't provided the PSA a copy of your **valid Mayor's/Business Permit, Philgeps Registration Number and Annual 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 ROBAC Secretariat at the address stated below or thru email at psa10rbac@gmail.com.

For any clarification, you may contact Ms. Cristine T. Gallopin at 09190928496.


SARAH B. BALAGBIS
 ROBAC Vice-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 bid is not allowed.
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	
I. ELIGIBILITY REQUIREMENTS								
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	Latest 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)							
II. TECHNICAL SPECIFICATIONS								
I.	Availability							
1	One function room good for 50 pax available for use from 6:00AM to 8:00 PM on 11-13 March 2025*	room	1					
2	Allowed set-up at 4:00 PM - 9:00 PM on 10 March 2025							
3	Twin-Sharing Room Accommodation for 36 pax Check-in: 10 March 2025 Check-out: 14 March 2025 (4 nights)	room	18					

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE:

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Complimentary Twin-Sharing Room for Secretariat	room	1					
II.	Location and Site Condition							
1	Accessibility							
	Near downtown area							
	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							
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							
	25 tables with 2 seats (participants)							
	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 50 pax, 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					

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No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	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 speed:_____							
2.2	Functionality of room accommodation							
	Twin-Sharing Room Accommodation for 36 pax Check-in: 10 March 2025 Check-out: 14 March 2025 (4 nights)	room	18					
	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							
	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*							

NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE:

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	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							
	Buffet Dinner on 10 March 2025	pax	36					
	AM Snacks on 11-13 March 2025	Pax	56					
	Buffet Lunch on 11-13 March 2025	Pax	56					
	PM Snacks on 11-13 March 2025	Pax	56					
	Buffet Dinner on 11-13 March 2025	Pax	36					
	Breakfast on 11-13 March 2025 (for Live-out Participants)	Pax	20					
	AM Snacks, Lunch and PM Snacks is guaranteed at 56 pax							
	Managed lunch buffet and dinner with the following menu*: Fruits/Dessert, Soup, Vegetable or noodles, two protein dish (combination of seafood/fish, chicken, or beef), rice, soft drinks							
	Non-pork menu							
	Free-flowing coffee*							

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No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	Waived corkage fee for outside food items or "pica-pica", e.g. chips, nuts, candies, among others							
	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: _____