



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan**, through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement – **LEASE OF VENUE** pursuant to the provisions of R.A. 9184, to wit;

Name of Project	2024 Census of Population and Community Based Monitoring System
Solicitation	2024-06-0320
Place of Delivery	Puerto Princesa City, Palawan
Brief Description	Venue, Meals, and Accommodation
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 1,642,700.00
Date of Delivery	June 30 to July 13, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 12:00PM on Tuesday, June 18, 2024** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:

CHARLYN ROMERO-CANTOS, PhD
 PSA-RO-BAC Chairperson

Name and Signature: _____

Company: _____

Date: _____

Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
 - i. Copy of PhilGEPS Registration
 - ii. Mayor's Permit/Business Permit
 - iii. *Income/Business Tax Return (for ABCs above P500K)*
 - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, the PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.



BID FORM

Item/s and specification/s (minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Procurement of Venue for the Conduct of Training of 2024 Census of Population and Community-Based Monitoring System for the City Level Training on Enumeration (Batch 1 and Batch 2)	lot	1			()	()
Venue: Puerto Princesa City						
Mode of Payment: SEND BILL						
Date of Delivery:						
Batch 1: July 1-6, 2024						
Batch 2: July 8-13, 2024						
REQUIREMENTS:						
VENUE						
-For Batch 1, Spacious function rooms within the same building that can accommodate at least 138 participants					()	()
-For Batch 2, Spacious function rooms within the same building that can accommodate at least 138 participants					()	()
- complimentary use of at least two (2) projectors per function room					()	()
- with one (1) set of white board and markers per function room					()	()
-with at least 3 sets of microphones and sound system per function room					()	()
- preferably with high speed wifi connection and for free use of participants					()	()
-no additional fee for use of laptops and other gadgets					()	()
- provision of electrical power outlets(extension wires) for Desktop Computers					()	()
-with complimentary tarpaulin					()	()
INCLUSIONS:						
MEALS						
- submit menu (same menu for all participants for AM/PM snacks & lunch)					()	()
- free flowing coffee/tea					()	()
BATCH 1: July 1 - 6, 2024						
June 30-July 5, 2024 (6 days)						
Dinner (15 pax)						
July 1 - 5, 2024 (5 days)						

AM Snacks, Lunch, and PM Snacks (138 pax) July 6, 2024 (1day)						
AM Snacks, Lunch, and PM Snacks (28 pax) BATCH 2: July 8 - 13, 2024					()	()
July 7-July 11, 2023 Dinner (42 pax) July 8-12, 2024						
AM Snacks, Lunch, and PM Snacks (138 pax) July 13, 2024						
AM Snacks, Lunch, and PM Snacks (28 pax)						
ACCOMMODATION (with complimentary breakfast) -2 Complimentary room for the secretariat					()	()
					()	()
BATCH 1: July 01-06, 2024 (15 pax) Double sharing with individual bed (6 rooms) Tripple sharing with individual bed (1 room) Check In: June 30, 2024 Check Out: July 06, 2024						
BATCH 2: July 8-13, 2024 (34 pax) Double sharing with individual bed (17 rooms) Check In: July 7, 2024 Check Out: July 13, 2024						
BATCH 2: July 8-13, 2024 (8 pax) Double sharing with individual bed (4 rooms) Check In: July 11, 2024 Check Out: July 13, 2024						
Note: Food service and packaging shall be in compliance 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 Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.						
nothing follows						
*Based on OM 2018-40E dated 06 July 2023						
TOTAL						

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature _____

Position: _____

Name of Company _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration: _____

BIR Registration: VAT Non-VAT

Canvassed by:

DENNIS C. HILARIO

Canvasser