



## 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;

<b>Name of Project</b>	<b>2024 Census of Population and Community Based Monitoring System</b>
<b>Solicitation</b>	<b>2024-06-0325</b>
<b>Place of Delivery</b>	Busuanga, Palawan
<b>Brief Description</b>	<b>Venue, Meals, and Accommodation</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 267,700.00
<b>Date of Delivery</b>	July 7-14, 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 2<sup>nd</sup> 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
<b>Procurement of Venue for the 2024 Census of Population and Community Based Monitoring System in the Municipality of Busuanga including Meals and Accommodations of the Enumerators, Team Supervisors, Census Area Supervisors, and PSO Staff</b>	lot	1			( )	( )
<b>Venue:</b> Busuanga, Palawan						
<b>Mode of Payment:</b> SEND BILL						
<b>Date of Delivery:</b> July 7-14, 2024						
<b>REQUIREMENTS:</b>						
<b>VENUE</b>						
- Spacious function room within the same building that can accommodate at least 28 participants					( )	( )
- complimentary use of at least two (2) projectors per function room					( )	( )
- with one (1) set of white board and markers					( )	( )
-with at least 3 sets of microphones and sound system					( )	( )
- preferably with high speed wifi connection and for free use of participants					( )	( )
-no additional fee for use of laptops and other gadgets					( )	( )
-no additional fee for use of desktop computers on July 7-13, 2024					( )	( )
- provision of electrical power outlets(extension wires) for Desktop Computers					( )	( )
-with complimentary tarpaulin					( )	( )
<b>INCLUSIONS:</b>						
<b>MEALS</b>						
- submit menu (same menu for all participants for AM/PM snacks & lunch)					( )	( )
- free flowing coffee/tea					( )	( )
<b>July 8-12, 2024 (5 days)</b>						
AM Snacks, Lunch, PM Snacks (28 pax)						
<b>July 13, 2024 (1 day)</b>						
AM Snacks, Lunch, PM Snacks (5 pax)						
<b>July 7-12, 2024 (6 days)</b>						
Dinner (6 pax)						
<b>July 13, 2024 (1 day)</b>						
Dinner (1 pax)						
<b>ACCOMMODATION (with complimentary breakfast)</b>					( )	( )
<b>July 7-13, 2024 (7 days)</b>						

- Single Occupancy, Twin Occupancy, Triple Occupancy (6 pax) Check In: July 7, 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						
<b>TOTAL</b>						

*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