



REQUEST FOR QUOTATION
RFQ # 0761-RFQ2024-11-064
14 November 2024


The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Venue** for the **Procurement of Venue with Room Accommodation and Meals including provision of van/coaster and LED wall during the Assessment and Evaluation Workshop of the 2024 POPCEN-CBMS Field Operation/2025 and Conduct of the Regional Planning Workshop (RPW).**

Name of Project	Assessment and Evaluation Workshop of the 2024 POPCEN-CBMS Field Operation/2025 and Conduct of the Regional Planning Workshop (RPW)
Solicitation (If posted at the PhilGEPS)	N/A
Purchase Request No.	PR #0700-2024-09-092
Location	Any municipality in Siquijor
Brief Description	Venue with Room Accommodation and Meals including provision of van/coaster and LED wall
Quantity	please see the detailed quantity on page 3
Approved Budget for the Contract (ABC)	Php 661,000.00
Contract Duration	10 - 13 December 2024
Date of Delivery	10 - 13 December 2024

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 20 November 2024, 10:00 AM** through the address **3/F Siquijor Business and Convention Center, Poblacion, Siquijor, Siquijor.**

Note: Online submission of accomplished bid form/s will not be accepted.

For any clarification, you may contact **Ms. Rizalyn Teodora Postrado** at telephone nos. **(035) 542 - 5239/ (035) 542 - 5371.**


JILL BERNADETTE C. ABING
SrSS- Siquijor/ BAC Member

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
- 4. Bidders may quote for any or all lots and must be quote all the items under a specific lot.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

PHILIPPINE STATISTICS AUTHORITY

Region 7 – Central Visayas

REQUEST FOR QUOTATION

Page 2

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “drawlots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. The following documentary requirements must be submitted upon the submission of the quotation:

- *Mayor’s/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. 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.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier’s identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Venue with Room Accommodation and Meals including provision of van/coaster and LED wall during the Assessment and Evaluation Workshop of the 2024 POPCEN-CBMS Field Operation/2025 and Conduct of the Regional Planning Workshop (RPW) on 10-13 December 2024 of Philippine Statistics Authority Region 7	LOT	1	661,000.00			()	()
	Number of Pax: = 80						()	()
	Venue: Any municipality in Siquijor						()	()
	Check in: 10 December 2024						()	()
	Check out: 13 December 2024						()	()
	Function Room Requirement:							
	1. Can accommodate comfortably 80 pax, classroom type						()	()
	2. Free from unnecessary noise						()	()
	Usage time:							
	- 10 December 2024 (10:00 am - 8:00 pm)						()	()
	- 11 December 2024 (6:00 am - 9:00 pm)						()	()
	- 12 December 2024 (6:00 am - 11:00 pm)						()	()
	- 13 December 2024 (6:00 am - 12:00 nn)						()	()
	4. No pillars/columns blocking the front stage						()	()
	5. Free use of sound system, podiums, projectors , projector screen and microphones (preferably wireless)						()	()

Notes:							
*2 projector and projector screen						()	()
*at least 3 microphones						()	()
6. Audible/operational sound system						()	()
7. Free two (2) tarpaulins/backdrop, size: should not be less than 8 ft. x 10 ft. or proportionate to the function room - one (1) tarpaulin at the venue - one (1) tarpaulin to be posted outside the venue						()	()
8. Inclusive of electricity charges for use of laptops, projector and other equipment						()	()
9. Preferably with strong WIFI connection (____mbps)(Pls. indicate Wifi connection speed upon submission of quotation)						()	()
10. Room arrangement-classroom type						()	()
11. Standby service crew/waiter and technician(indicate no. of service crew and technician)						()	()
12. Provision of Secretariat's table (4 pax) for each in the function room						()	()
Food Requirements							
1. Buffet breakfast include rice, 3 main course, fresh fruits, and drinks						()	()
2. Buffet lunch and dinner with fruit/healthy drinks						()	()
3. AM and PM snacks with fruit/healthy drinks						()	()
4. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)						()	()
5. Free flowing coffee, tea, milo and purified drinking water in the function room						()	()
6. Provision of candies and mixed nuts during the entire function.						()	()
7. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						()	()
8. Serving time of food:						()	()
****breakfast - 6:00 AM						()	()
****AM snacks - 10:00 AM						()	()
****Lunch - 12:00 NN						()	()
****PM snacks - 3:00 PM						()	()
****Dinner - 6:00 PM						()	()
9. Meals							
*Check in: 10 December 2024 (lunch, PM snacks, and dinner for 80 pax)						()	()
11 December 2024 (buffet breakfast, AM snacks, lunch, PM snacks and buffet dinner for 80 pax)						()	()
12 December 2024 (buffet breakfast, AM snacks, lunch, PM snacks and buffet dinner for 80 pax)						()	()
*Check out: 13 December 2024 with buffet breakfast and AM snacks for 80 pax						()	()

10. Attach menu upon submission of quotation/bid form						()	()
11. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)						()	()
Room Requirements:							
1. Preferably with free wifi access						()	()
2. Provision of free drinking water and toiletries and towels						()	()
3. Spacious, tidy and clean						()	()
4. Room types (<i>preferably separate beds</i>):						()	()
10-12 December 2024							
- 2 rooms (single occupancy)						()	()
- 3 rooms (double occupancy)						()	()
-18 rooms (quadruple occupancy)						()	()
Note: Number of rooms per type of occupancy and participants are subject to change and rooming list will be provided by the office.						()	()
Provision of Van/Coaster including driver and gasoline							
2 vans good for 12 pax						()	()
10 December 2024 : 10 hours From Port Terminal to Venue (number of trips depends on the arrival of the participants)						()	()
13 December 2024 : 4 hours From Venue to Port Terminal						()	()
Provision of LED Wall							
9ft by 12 ft, 3 days						()	()
Other requirements:							
1. With venue for the teambuilding activities (preferably outdoor)						()	()
2. Free parking space (at least 10 slots)						()	()
3. Free use of amenities and other facilities						()	()
4. Proximity to Police and Fire Stations						()	()
5. Continuous water supply and accessible comfort rooms						()	()
6. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler						()	()
7. Provision of janitorial and maintenance services						()	()
8. Good ambience to promote learning						()	()
9. Adequate security service (24/7)						()	()
10. Availability of trained staff that can address health concerns						()	()
11. With standby and functional generator						()	()
12. Must obtain at least 90% of the factor value rating						()	()
13. Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.						()	()

14. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						()	()
TOTAL AMOUNT IN WORDS :							

Other Requirements:

Terms of Payment:

Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

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 _____

TIN #: _____ (Please specify if **VAT or NON-VAT**) _____

Address: _____ Email Address: _____

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

Date: _____