



**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>2025 Provincial Planning Workshop</b>
<b>Solicitation</b>	<b>2024-11-0893</b>
<b>Place of Delivery</b>	Puerto Princesa City, Palawan
<b>Brief Description</b>	<b>Venue with Meals and Snacks</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 166,500.00
<b>Date of Delivery</b>	December 18-20, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00AM on Monday, November 25, 2024** at the 2<sup>nd</sup> Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

Received by:

Name and Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**VENERANDA F. MENDOZA**  
 PSA-RO-BAC Chairperson

**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.





**PHILIPPINE STATISTICS AUTHORITY**  
**Regional Statistical Services Office MIMAROPA**  
**REQUEST FOR QUOTATION**

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BAGONG PILIPINAS

**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 with Meals and Snacks during the 2025 Provincial Planning Workshop</b>	lot	1				
Venue: Puerto Princesa City, Palawan						
Date: December 18-20, 2024						
Mode of Payment: SEND BILL						
<b>REQUIREMENTS:</b>						
<b>Function Room/Training Venue</b>						
- 1 Spacious Function Room within the same building that can accommodate social distancing for a maximum of 37 participants per room					( )	( )
-complimentary use of at least two (2) projectors					( )	( )
-with at least 4 sets of microphones and sound system					( )	( )
-with strong internet connection to support presentation					( )	( )
activities and for free use of participants					( )	( )
-no additional fee for use of laptops and other gadgets					( )	( )
<b>INCLUSIONS:</b>						
<b>Meals and Snacks</b>						
Submit menu					( )	( )
-37 pax meals and snacks for live-out participants, 3 days					( )	( )
18 to 20 December 2024: AM Snacks, Lunch, PM Snacks					( )	( )
Lunch should have vegetables, dessert and fish/beef/chicken/pork					( )	( )
No cream dory to be served during meals					( )	( )
With drinks/juices for each meals/snacks					( )	( )
<b>Additional Inclusions:</b>						
With free-flowing coffee (brewed and 3-in-1), tea and water					( )	( )
Candies and chips are to be served during the event					( )	( )
*Allocation is based on OM 2018-40E dated July 06, 2023						
**Nothing follows**						
<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 No.: \_\_\_\_\_

BIR Registration:  VAT  Non-VAT

Canvassed by:

**CARLA JANE L. GUIRUELA**  
Canvasser

