

Republic of the Philippines PHILIPPINE STATISTICS AUHTORITY Regional Statistical Services Office No. 6 Iznart St., Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE Tel Nos: (033) 335-0316, 335-0907

REQUEST FOR QUOTATION (RFQ)

The Philippine Statistics Authority (PSA) Regional Statistical Services Office VI through its Bids and Awards Committee (BAC) will undertake Negotiated Procurement under Section 53.10 (Lease of Real Property and Venue) for the "Procurement of Lease of Venue, Meals and Accommodation for the Conduct of Enumeration Area Delineation for the Development of 2024 Enumeration Area Reference File for the Mid-Decade Census of Population and Community Based Monitoring System Operations 3rd Level Training of Iloilo Provincial Statistical Office". Details of the project is as follows:

| Name of Project | Enumeration Area Delineation for the Development of 2024 Enumeration Area Reference File for the Mid-Decade Census of Population and Community Based Monitoring System Operations | | | | |
|---|--|--|--|--|--|
| Reference | PR No: 2024-0630-01-002 | | | | |
| Location | lloilo City | | | | |
| Brief Description | Procurement of Lease of Venue, Meals and Accommodation for the Conduct of Enumeration Area Delineation for the Development of 2024 Enumeration Area Reference File for the Mid-Decade Census of Population and Community Based Monitoring System Operations 3rd Level Training of Iloilo Provincial Statistical Office | | | | |
| Quantity | 19 рах | | | | |
| Approved Budget for the Contract (ABC) | Php95,000.00 | | | | |
| Contract Duration | January 31, 2024 to February 2, 2024 (3 Days) | | | | |

) ARO AM G.

BAC Chairperson

Terms and Conditions:

- 1 All entries must be **typewritten/printed legibly**. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
- 2 Late submission of quotation shall not be accepted.
- 3 Bids exceeding the ABC shall be disqualified.
- 4 Award of contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), and complies with specifications and other terms and conditions as stated in the RFQ.
- 5 In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to strictly provide the goods and services stated in the bid form.
- 6 Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of you PhilGeps Registration, DTI/SEC Registration Municipal and Business Permit.
- 7 Prospective Bidder may bid for one (1) Lot only or for both Lots.
- 8 The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the
- opening of bids or during post qualification. PSA may require the bidder to submit sample of the item for evaluation.
- 9 Price should be valid for forty-five (45) calendar days after the deadline of submission of quotation;
- 10 The PSA reserves the right to reject any bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

BID FORM

| | | | 1 | | | | Γ | |
|----------|--|------------|----------|----------------------|----------------------|--------------|------------------|--|
| Item No. | Item Description and Specification/s | Unit | Qty. | ABC | ABC | Bid | Total Bid Amount | |
| | | Jint | | (Unit Price) | (Total Price) | (Unit Price) | (VAT Inclusive) | |
| | Lease of Venue, Meals and Accommodation for the Conduct of Enumeration Area Delineation for the Development of 2024 Enumeration Area Reference File for the Mid-Decade Census of Population and Community Based Monitoring System Operations 3rd Level Training of Iloilo Provincial Statistical Office | | | | | | | |
| | January 31, 2024 to February 2, 2024 (3 Days) | | | | | | | |
| | January 21, 2024 | | | | | | | |
| | January 31, 2024 AM Snacks | рах | 19 | 200.00 | 3,800.00 | | | |
| | Lunch | рах | 19 | 450.00 | 8,550.00 | | | |
| | PM Snacks Dinner | pax pax | 19 19 | 200.00 450.00 | 3,800.00 8,550.00 | | | |
| | Lodging (Twin-sharing) | рах | 19 | 1,200.00 | 22,800.00 | | | |
| | February 1, 2024 | | | | | | | |
| | Complimentary Breakfast | рах | 19 | | | | | |
| | AM Snacks | рах | 19 | 200.00 | 3,800.00 | | | |
| | Lunch PM Snacks | pax pax | 19 19 | 450.00 200.00 | 8,550.00 3,800.00 | | | |
| | Dinner | рах рах | 19 | 450.00 | 8,550.00 | | | |
| | Lodging (Twin-sharing) | pax | 19 | 1,200.00 | 22,800.00 | | | |
| | February 2, 2024 Complimentary Breakfast | рах | 19 | | | | | |
| | Participants: 19 pax (1 OIC CSS, 1 Focal, 1 PSA Staff, 13 Map Data Verifiers) | μαχ | 15 | | | | | |
| | Amenities & Other Requirements: | | | | | | | |
| | A.) Free use of (1) One well lighted and airconditioned function room (class room type) with tables and chairs including space available for the usage of IT Equipments (Desktop PC, Laptops) with atleast 19 pax function room accommodation that observes physical/social distancing from 8:00AM to 5:00PM. | | | | | | | |
| | B.) Fast and Stable Wi-Fi/ Internet connection per function room(s). C.) Free flowing coffee/tea and drinking water in Function Room | | | | | | | |
| | D.) Free use of at least two (2) microphones and audio system in Function Room | | | | | | | |
| | F.) Free use of one (1) wide screen and provision of extension outlets in Function Room | | | | | | | |
| | G.) Provision of Nearby Electrical Outlet in Function Room H.) Buffet Breakfast, Lunch and Dinner includes: 1 Appetizer, 2-3 Main Dish, 1 Side Dish, 1 Soup, 1 Dessert, Fruits, Soda and/or Canned Juice and Rice. | | | | | | | |
| | I.) Request of Menu for meals. J.) Free use of Hotel amenities like gym, swimming pool, parking space and internet access are available for use, free of charge for all participants. K.) Free Use of Clothes Iron in Every Room. L.) Provision of two (2) Key Cards in Every Room. M.) Provision of Electric Water Keattle with Bottled Water, Coffee/Tea. *Note: Incase of unforseen events, the PSA reserve the rights to cancel/reschedule the activity. *Basic Health Protocols for COVID-19 is strictly adhere in the Venue. | | | | | | | |
| | | | | | | | | |
| | *Payments for Venue, Meals and Accommodation will based on actual billing. O.) Provision of Parking Space for Participants. *Note: Incase of unforseen events, the PSA reserve the rights to cancel/reschedule the activity. | | | | | | | |
| | | | | | | | | |
| | TOTAL | | | | 95,000.00 | | | |
| | | | I | I | Date: | | L | |
| | Printed Name/Signature/Position | | | Date: | | | | |
| | | | | Tel. No.: Fax No: | | | | |
| | Name of Company | | | | | | | |
| | Address | | | | Email Address: | | | |
| | | | | | | | | |