



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
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 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) 2nd Level Training on Household Profile Questionnaire (HPQ) of PSA Iloilo Provincial Statistical Office". Details of the project is as follows:

Name of Project	2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) 2nd Level Training on Household Profile Questionnaire (HPQ)
Reference	PR No: 2024-0630-05-038
Location	Iloilo City
Brief Description	Procurement of Lease of Venue, Meals and Accommodation for the Conduct of 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) 2nd Level Training on Household Profile Questionnaire (HPQ) of PSA Iloilo Provincial Statistical Office
Quantity	stated in the bid Form
Approved Budget for the Contract (ABC)	Php1,288,000.00
Contract Duration	June 17, 2024 to June 22, 2024 (6 Days)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 01:00 P.M. on _____ to be opened on the same day at 01:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Iloilo Provincial Statistical Office, 2nd Floor, J. Villanueva Bldg., Iznart St., Iloilo City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat/Sub-TWG at Tel. No. (033) 327-9219 or (033) 509-9620.


WILLIAM G. JARO
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
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. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
6. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three calendar days after the opening of bids or during post qualification:
a. Mayor's/Business Permit; b. PhilGEPS Registration Number; c. Income Tax Return; d. Omnibus sworn Statement (if applicable)
7. Please submit Food Menu together with this RFQ.
8. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
9. The PSA reserves the right to reject any of all 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

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)	Indicate Brand and Source of Goods (Local or Specify country of origin)	
LOT 1	Lease of Venue, Meals and Accommodation for the Conduct of 2024 Census of Population and Community-Based Monitoring System (2024 POPCEN-CBMS) 2nd Level Training on Household Profile Questionnaire (HPQ) of PSA Iloilo Provincial Statistical Office								
	June 17, 2024 to June 22, 2024 (6 Days)								
	June 17, 2024								
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Dinner	pax	112	450.00	50,400.00	_____	_____		
	Lodging (Triple-sharing)	pax	112	800.00	89,600.00	_____	_____		
	June 18, 2024								
	Breakfast	pax	112	150.00	16,800.00	_____	_____		
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Dinner	pax	112	450.00	50,400.00	_____	_____		
	Lodging (Triple-sharing)	pax	112	800.00	89,600.00	_____	_____		
	June 19, 2024								
	Breakfast	pax	112	150.00	16,800.00	_____	_____		
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Dinner	pax	112	450.00	50,400.00	_____	_____		
	Lodging (Triple-sharing)	pax	112	800.00	89,600.00	_____	_____		
	June 20, 2024								
	Breakfast	pax	112	150.00	16,800.00	_____	_____		
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Dinner	pax	112	450.00	50,400.00	_____	_____		
	Lodging (Triple-sharing)	pax	112	800.00	89,600.00	_____	_____		
	June 21, 2024								
	Breakfast	pax	112	150.00	16,800.00	_____	_____		
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Dinner	pax	112	450.00	50,400.00	_____	_____		
	Lodging (Triple-sharing)	pax	112	800.00	89,600.00	_____	_____		
	June 22, 2024								
	Breakfast	pax	112	150.00	16,800.00	_____	_____		
	AM Snacks	pax	112	150.00	16,800.00	_____	_____		
	Lunch	pax	112	450.00	50,400.00	_____	_____		
	PM Snacks	pax	112	150.00	16,800.00	_____	_____		
						1,288,000.00	_____	_____	

Participants: 112 pax - 11 (CBMS Staff & COSW), 12 Regular Personnel, 7 Regional Personnel, 2 DILG Personnel, 2 PPDO Personnel, 78 (65 Provincial CAS & 13 HUC CAS), 6 Trainers

Amenities & Other Requirements:

A.) Provision of one (1) Large Function Room which applies physical/social distancing for the Plenary Session on June 17, 2024 for 112 pax.

B.) Free use of (3-4) Three to Four well lighted and airconditioned function room (class room type) with tables and chairs with atleast 40 pax function room accommodation that observes physical/social distancing from 8:00AM to 5:00PM

C.) Provision of one (1) Backdrop per function room and at least one (1) Welcome Streamer.

D.) Fast and Stable Wi-Fi/ Internet connection per function room(s).

E.) Free flowing coffee/tea and drinking water in Function Room

F.) Free use of at least two (2) microphones and audio system in Function Rooms

G.) Provision of at least one (1) Whiteboard and/or Blackboard per function room with marker and eraser.

H.) Free use of one (1) wide screen and provision of extension outlets in Function Rooms

I.) Provision of Nearby Electrical Outlet n Function Rooms

J.) 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.

K.) Request of Menu for meals.

L.) Free use of Hotel amenities like gym, swimming pool, parking space and internet access are available for use, free of charge for all participants.

M.) Free Use of Clothes Iron in Every Room.

N.) Provision of two (2) Key Cards in Every Room.

O.) Provision of Electric Water Keattle with Bottled Water, Coffee/Tea.

P.) Provision of Parking Space for Participants.

*Note: Incase of unforeseen 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, Accommodation and will based on actual billing.

TOTAL =

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

Printed Name/Signature/Position

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____