



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Invitation to Bid

Procurement of Hotel Accommodation, Food and Conference Facilities for the Philippine Data Festival

1. The Philippine Statistics Authority (PSA), through the 2018 General Appropriations Act, intends to apply the sum of Three Million Seven Hundred Seventy Thousand Pesos (P3,770,000.00), being the Approved Budget for the Contract (ABC) to payments under the Procurement of Hotel Accommodation, Food and Conference Facilities. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Qty	Item Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (in PhP)
1	Hotel Rooms (Accommodation) for three (3) nights inclusive of buffet breakfast Check-in: 14 November 2018 Check-out: 17 November 2018		3,770,000.00	5,000.00
	5 pax	Single Occupancy		
	175 pax	Twin Sharing, Triple Sharing		
2	Meals			
	180 pax	Dinner: three nights		
	400 pax	AM Snacks, Buffet Lunch and PM Snacks: two days (15-16 November 2018)		
3	Conference Rooms Event Styling: Fiesta No Pillars			
	1	Function Room A <ul style="list-style-type: none"> • Plenary Room/Ballroom • Capacity: Minimum of 400 persons • Set-Up: Round table 		
	1	Function Room B <ul style="list-style-type: none"> • Break-out Session Room • Capacity: 70 to 100 persons • Set-Up: Theater Style • Preferably adjacent with other function rooms 		

Lot No.	Qty	Item Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (in PhP)
	1	Function Room C <ul style="list-style-type: none"> • Break-out Session Room • Capacity: 70 to 100 persons • Set-Up: Theater Style • Should be adjacent with other function rooms 		
	1	Function Room D <ul style="list-style-type: none"> • Secretariat /Waiting Area for presenters • Near Function rooms • Capacity: 10 to 20 persons • Set-Up: with working tables and enough space for laptops, printers and event materials • Should be available for early ingress at (2:00 PM) on 14 November 2018 		
	1	Foyer for Registration and Exposition/Booths <ul style="list-style-type: none"> • Set-up for Registration Area: Desk • Set-up allowing for adequate space for Panel Boards (40 in x 30 in) and Exhibit Booths (2m x 2m x 2.5 m for each set; 10 sets) 		
4		Conference Facilities, Equipment and Other Services <ul style="list-style-type: none"> • Stage with couch at the Function Room A (Ballroom/Plenary Room) • Use of lights and Sound System, 4 microphones for the Function Room A, 2 microphones for the Function Rooms B and C • Onsite Technical Support • Backdrop and Podium for every room • Philippine Flag • Two projectors and two screens for each function room • Free flowing coffee, tea and water • Complimentary Parking Fee 		

Lot No.	Qty	Item Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (in PhP)
		<ul style="list-style-type: none"> • Waived Energy Fee • Free and strong WiFi connection • Pads, papers, candies and mints 		
		Total ABC	3,770,000.00	

2. The PSA now invites Philippine Government Electronic Procurement System (PhilGEPS) registered contractors to apply for eligibility and to bid for the Procurement of Hotel Accommodation, Food and Conference Facilities for the Philippine Data Festival. Delivery of the Goods is required on the date specified upon receipt of Notice to Proceed. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the Revised Implementing Rules and Regulations (IRR) of RA 9184, otherwise known as the "Government Procurement Reform Act". However, only those who have purchased the Bidding Documents shall be allowed to participate in the pre-bid conference and raise or submit written queries or clarifications.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
5. Interested bidders may obtain further information from the PSA-BAC Secretariat c/o **Ms. Daisy S. Adlawan** and inspect the Bidding Documents at the address given below during 9:00 a.m. to 5:00 p.m.

A complete set of Bidding Documents may be acquired by interested bidders starting **25 September 2018** from the address below and upon payment of the applicable fee as indicated above. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later **12 October 2018, 5:00 p.m.**

6. The PSA-BAC will hold a Pre-Bid Conference on **03 October 2018 (Wednesday), 9:00 a.m.** at the FAS Training Room, 11th Floor Cyberpod Centris One, Eton Centris, EDSA cor. Quezon Avenue, Diliman, Quezon City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the PSA, 11th Floor, Cyberpod Centris One, Eton Centris, EDSA cor. Quezon Ave., Diliman, Quezon City, on or before **15 October 2018, 9:00 a.m.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	DATE AND TIME	VENUE
Sale and Issuance of Bid Documents	25 September to 12 October 2018 9:00 A.M. to 5:00 P.M.	BAC, General Services Division, Philippine Statistics Authority 11 th Floor, Cyberpod Centris One, Eton Centris, EDSA cor. Quezon Avenue, Diliman, Quezon City
Pre-Bid Conference	03 October 2018 9:00 A.M.	FAS Training Room, 11 th Floor, Cyberpod Centris One, EDSA cor. Quezon Avenue, Diliman, Quezon City
Submission and Opening of Bids	15 October 2018 9:00 A.M. & 9:30 A.M., respectively	FAS Training Room, 11 th Floor, Cyberpod Centris One, EDSA cor. Quezon Avenue, Diliman, Quezon City

9. The PSA reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. The PSA further reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, and makes no assurance that contract shall be entered into as a result of this invitation, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

PSA-BAC Secretariat

Attention: Ms. Daisy S. Adlawan
 Head, PSA BAC Secretariat
 11th Floor, Cyberpod Centris One
 EDSA cor. Quezon Ave., Diliman, Quezon City
 Tel.No.: (02) 374 8281 or 374 8283
 Email: D.Adlawan@psa.gov.ph
 Web: www.psa.gov.ph or <https://procurement.psa.gov.ph/>

ASEC. DANIEL A. ARIASO, SR., CESO II

Deputy National Statistician, Civil Registration and Central Support Office
 Chairperson, PSA-Bids and Awards Committee