



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Invitation to Bid

Procurement of Hotel Accommodation, Food and Conference Facilities for the 2019 Internal Audit Forum

1. The Philippine Statistics Authority (PSA), through the 2018 General Appropriations Act, intends to apply the sum of One Million Five Hundred Eighty Thousand Four Hundred Pesos (P1,580,40.00), 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	Item Description	Approved Budget for the Contract (ABC)	Price of Bidding Documents (in PhP)
1	Venue, Meals and Accommodation	1,580,400.00	5,000.00
	4 rooms Single Occupancy		
	For four (4) days and three (3) nights: Check-in: 20 February 2019 (Wednesday) Check-out: 23 February 2019 (Saturday) • Inclusive of the following: <ul style="list-style-type: none"> ➤ Buffet breakfast - for three (3) days for four (4) pax (from 21-23 February 2019) ➤ AM snacks - for two (2) days for four (4) pax (from 21-22 February 2019) ➤ Lunch - for three (3) days for four (4) pax (from 20-22 February 2019) ➤ PM snacks - for three (3) days for four (4) pax (from 20-22 February 2019) ➤ Dinner - for three (3) nights for four (4) pax (from 20-22 February 2019) 		
	Venue, Meals and Accommodation		
80 rooms Twin Sharing			
	2 rooms Triple Sharing		
	For four (4) days and three (3) nights: Check-in: 20 February 2019 (Wednesday) Check-out: 23 February 2019 (Saturday)		

	<ul style="list-style-type: none"> • Inclusive of the following: <ul style="list-style-type: none"> ➤ Buffet breakfast - for three (3) days for one hundred sixty six (166) pax (from 21-23 February 2019) ➤ AM snacks - for two (2) days for one hundred sixty six (166) pax (from 21-22 February 2019) ➤ Lunch - for three (3) days for one hundred sixty six (166) pax (from 20-22 February 2019) ➤ PM snacks - for three (3) days for one hundred sixty six (166) pax (from 20-22 February 2019) ➤ Dinner - for three (3) nights for one hundred sixty six (166) pax (from 20-22 February 2019) 		
	Venue, Meals and Accommodation		
	19 rooms Twin Sharing		
	<p>For four (4) days and three (3) nights: Check-in: 20 February 2019 (Wednesday) Check-out: 23 February 2019 (Saturday)</p> <ul style="list-style-type: none"> • Inclusive of the following: <ul style="list-style-type: none"> ➤ Buffet breakfast - for one (1) day for thirty eight (38) pax (22 February 2019) ➤ AM snacks - for two (2) days for thirty eight (38) pax (from 21-22 February 2019) ➤ Lunch - for two (2) days for thirty eight (38) pax (from 21-22 February 2019) ➤ PM snacks - for two (2) days for thirty eight (38) pax (from 21-22 February 2019) ➤ Dinner - for one (1) night for thirty eight (38) pax (February 21, 2019) 		
	<p>Conference Room</p> <p>Capacity: 230 pax Event Styling: Formal Set-up Classroom Type for AM/PM Sessions For Zumba after the sessions No Pillars</p>		

	Other Requirements		
	All rooms have air-conditioning system with individual blankets, towels and complimentary water and toiletries		
	Use of one (1) Board Room for 2 days (21-22 February 2019)		
	One round table (can accommodate 10 pax) for VIPs		
	Foyer for Registration and Photo Corner <ul style="list-style-type: none"> • Set-up for Registration Area: Desk 		
	<ul style="list-style-type: none"> • Lunch and snacks for four (4) resource persons on 21 February 2019. • Lunch and snacks for five (5) resource persons on 22 February 2019. • Meals and snacks to be chosen by the end-user. 		
	<ul style="list-style-type: none"> • Preferably located in Pasay City and within 4kms from the NAIA Terminals 		
	<ul style="list-style-type: none"> • Stage with couch • Onsite Technical Support • Philippine Flag • Two projectors and two screens • Free flowing coffee, tea and water • Complimentary Parking Fee • Waived Energy Fee • Free, strong and unlimited WiFi connection • Provision and use of the following: (a) whiteboard; (b) lights and sound systems; (c) 5 microphones; (d) 2 projector screens; (e) 2 LCD projectors; (f) pencils; (g) pad papers; (h) TV monitor; (i) 2 podiums; and (j) candies and mints 		

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 2019 Internal Audit Forum. 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 **10 January 2019** 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.

6. The PSA-BAC will hold a Pre-Bid Conference on **17 January 2019 (Thursday), 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 **29 January 2019, 10:00 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	10 January 2019 to 28 January 2019 9:00 A.M. to 5:00 P.M.	BAC, Office of the BAC Secretariat Philippine Statistics Authority 11 th Floor, Cyberpod Centris One, Eton Centris, EDSA cor. Quezon Avenue, Diliman, Quezon City
Pre-Bid Conference	17 January 2019 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	29 January 2019 10:00 A.M. & 10:3A.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:

DANIEL A. ARIASO SR., CESO II

Assistant Secretary

Deputy National Statistician, Civil Registration & Central Support Office

Chairperson, PSA Bids and Awards Committee

or

Ms. Daisy S. Adlawan

11th Floor, Cyberpod Centris One, Eton Centris,

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/>

Mwalin W. I. Amador

Vice-Chairperson, PSA Bids and Awards

DANIEL A. ARIASO SR., CESO II

Assistant Secretary

Deputy National Statistician, Civil Registration & Central Support Office

Chairperson, PSA Bids and Awards Committee

my