



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

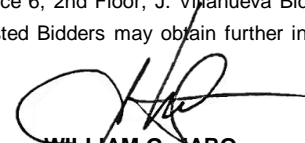
REGIONAL BIDS AND AWARDS COMMITTEE
Tel Nos: (033) 335-0316, 335-0907

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 3rd Level Training for January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 for Iloilo Provincial Statistical Office". Details of the project is as follows:

Name of Project	January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2
Reference	PR No: 2023-0630-12-145
Location	Iloilo City
Brief Description	Procurement of Lease of Venue, Meals and Accommodation for the Conduct of 3rd Level Training for January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 for Iloilo Provincial Statistical Office
Quantity	131 pax
Approved Budget for the Contract (ABC)	Php1,657,150.00
Contract Duration	January 3, 2024 to January 9, 2024 (7 Days)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 09:00 A.M. on December 27, 2023 to be opened on the same day at 10:00 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Regional Statistical Services Office 6, 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 at Tel. No. (033) 335-0316 or (033) 335-0907.


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 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

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	Lease of Venue, Meals and Accommodation for the Conduct of 3rd Level Training for January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) Visit 2 for Iloilo Provincial Statistical Office						
	January 2024 LFS and 2023 FIES Visit 2 3LT January 3, 2024 to January 9, 2024 (7 Days)						
	January 3, 2024						
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 4, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 5, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 6, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 7, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 8, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	Dinner	pax	131	400.00	52,400.00	_____	_____
	Lodging (Triple-sharing)	pax	131	800.00	104,800.00	_____	_____
	January 9, 2024						
	Breakfast	pax	131	150.00	19,650.00	_____	_____
	AM Snacks	pax	131	125.00	16,375.00	_____	_____
	Lunch	pax	131	400.00	52,400.00	_____	_____
	PM Snacks	pax	131	125.00	16,375.00	_____	_____
	<i>Participants:</i> <i>131 pax (9 PSA Personnel as Trainers, 12 Team Supervisors, 110 Enumerators)</i>						
	Amenities & Other Requirements:						

A.) Provision of one (1) Large Function Room which applies physical/social distancing for the Plenary Session on January 3, 2024 for 131 pax.

B.) Free use of (3) Three well lighted and airconditioned function room (class room type) with tables and chairs with atleast 45 to 50 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.

O.) Provision of Parking Space for Participants.

*Note: In case 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

1,657,150.00

Printed Name/Signature/Position

Name of Company

Address

Date: _____

Tel. No.: _____

Fax No: _____

Email Address: _____