



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
**NEGROR OCCIDENTAL**  
East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod City

**REGIONAL BIDS AND AWARDS COMMITTEE**

Tel Nos: (034) 435-0574 or (034) 707-4486

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Statistics Authority (PSA) Negros Occidental through its Regional Office Bids and Awards Committee (RO-BAC) will undertake Alternative Mode of Procurement under Section 53.10 (Lease of Real Property and Venue) for the "Procurement of Venue, accommodation and meals for the conduct of Local Civil Registrars Year-End Assessment and Planning Workshop of PSA Negros Occidental PSO" Details of the project is as follows:

|   |  |
|---|--|
| <b>Name of Project</b>                        | Procurement of Venue, accommodation and meals for the conduct of Local Civil Registrars Year-End Assessment and Planning Workshop of PSA Negros Occidental PSO                         |
| <b>Reference</b>                              | PR No. 2023-0645-11-128  |
| <b>Location</b>                               | Negros Occidental  |
| <b>Brief Description</b>                      | Procurement of Venue, accommodation and meals for the conduct of Local Civil Registrars Year-End Assessment and Planning Workshop of PSA Negros Occidental PSO on November 27-28, 2023 |
| <b>Quantity</b>                               | 70 pax   |
| <b>Approved Budget for the Contract (ABC)</b> | PhP 196,000.00   |
| <b>Contract Duration</b>                      | November 27-28, 2023   |

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the **sealed quotation** not later than **9:00 AM** of **November 21, 2023** to be opened on the same day at 10:30 A.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative Section, PSA Negros Occidental, East 2 Corporate Center, cor. Circumferential Rd.-Diola St., Villamonte, Bacolod 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.(034) 435-0574 or (034) 707-4486.

  
**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. 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.
7. Price should be valid forty (45) calendar days after the deadline of submission of quotation;
8. 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) |
|----------|--|------|------|------------------|-------------------|------------------|----------------------------------|---|
|          | Procurement of Venue, accommodation and meals for the conduct of Local Civil Registrars Year-End Assessment and Planning Workshop of PSA Negros Occidental PSO<br>November 27-28, 2023 |      |      |                  |                   |                  |                                  |   |
|          | <b>November 27, 2023</b>   |      |      |                  |                   |                  |                                  |   |
|          | AM Snacks  | pax  | 70   | 200.00           | 14,000.00         |                  |                                  |   |
|          | Lunch  | pax  | 70   | 500.00           | 35,000.00         |                  |                                  |   |
|          | PM Snacks  | pax  | 70   | 200.00           | 14,000.00         |                  |                                  |   |
|          | Dinner   | pax  | 70   | 500.00           | 35,000.00         |                  |                                  |   |
|          | Lodging (twin sharing with free breakfast)   | pax  | 70   | 1,400.00         | 98,000.00         |                  |                                  |   |
|          | <b>November 28, 2023</b>   |      |      |                  |                   |                  |                                  |   |
|          | Complimentary Breakfast  | pax  | 70   | 0.00             | -                 |                  |                                  |   |

**Total Number of Pax:**

6 PSA Staff and 64 LCRO Personnel

**Check-In/Check-Out Details:**

**Check-in Date:** November 27, 2023 with dinner

**Check-out date:** November 28, 2023, with complimentary breakfast for live-in participants, AM and PM snacks, lunch and dinner

**Food Requirements (balanced nutritious diet):**

1. AM and PM Snacks - Native Snacks with drinks
2. Buffet breakfast, lunch and dinner
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices) for fish, it should not be cream dory)
4. Serving time of food:  
 \*\*\*Breakfast - should be ready by 6:00am  
 \*\*\*AM snacks - should be served at 10:00am  
 \*\*\*Lunch - should be ready by 12:00nn  
 \*\*\*PM snacks - should be served at 3:00pm  
 \*\*\*Dinner - should be ready by 6:00pm
5. Free flowing coffee or tea or milo and purified drinking water in the function room
6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room
7. Attach menu upon submission of the bid form
8. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates

**FUNCTION ROOM REQUIREMENTS:**

1. Sound proof/free from unnecessary noise,
2. One (1) function room, spacious and can accommodate 70 pax, with physical distancing,
3. No pillars/columns blocking the stage,
4. Use of function from 6:00AM-8:00PM,
5. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless),
6. Audible/operational sound system,
7. Inclusive of electricity charges for use of laptops, projector and other equipment,
8. With free strong WIFI connection for virtual communication,
9. Room arrangement-classroom type,
10. Standby of at least 1 service crew/waiter and technician,
11. Provision of Secretariat's table (2 pax)

**ROOM REQUIREMENTS:**

1. Preferably with free wifi access,
2. Provision of free bottled wter and toiletries and towels,
3. Spacious, tidy and clean,
4. Room types:  
\*\*\*\* Double occupancy, separate beds

**Other Requirements:**

1. Free parking space (2-3 slots)
2. Continuous water supply and accessible comfort rooms
3. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
4. Availability of trained staff that can address health concerns

|                |  |  |
|----------------|--|--|
| <b>TOTAL =</b> |  |  |
|----------------|--|--|

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: \_\_\_\_\_