



**REQUEST FOR QUOTATION**  
 RFQ # 0700-2024-11-151  
 22 November 2024

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Venue** for the **Procurement of Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the Second Level Training for Rice and Corn Stocks Surveys on 18-20 December 2024.**


<b>Name of Project</b>	Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the Second Level Training for Rice and Corn Stocks Surveys on 18-20 December 2024.
<b>Solicitation</b> (If posted at the PhilGEPS)	Not Applicable
<b>Purchase Request No.</b>	0700-2024-11-085
<b>Location</b>	Venue: within Siquijor
<b>Brief Description</b>	Venue including Accommodation and Food
<b>Quantity</b>	See page 3 for more details
<b>Approved Budget for the Contract (ABC)</b>	<b>60,450.00</b>
<b>Contract Duration</b>	<b>18-20 December 2024</b>
<b>Date of Delivery</b>	

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than **27 NOVEMBER 2024, @12:00 PM.** Kindly label your sealed quotation with the following:

**RFQ No. (indicate the RFQ #)**  
**TO: THE RSSO 7 BAC**  
**FROM: (Indicate the Name of Company)**

**Note: Online submission of accomplished bid form/s will not be accepted.**

For any clarification, you may contact Ms. Erah Mhay Quiñones / Ms. Marie Cris Lerio/ Ms. Manilyn Lunday / Ms. Mary Clare Coronado at telephone nos.032)412-6794/254-0470 (telefax).

  
**JILL BERNADETTE C. ABING**  
 SrSs, BAC Member

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
- 4. If the procurement is done by lot, the bidder may quote for any or all items.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

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**Region 7 – Central Visayas**  
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10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ “drawlots” as the tie-breaking method to finally determine the single winning provider in

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24 hours), but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the Second Level Training for Rice and Corn Stocks Surveys on 18-20 December 2024.	lot	1	60,450.00			( )	( )
	Total Number of pax: 7 pax/day for 3 days (see breakdown below) Date: 18 to 21 December 2024						( )	( )
	ABC: 2,500.00 live-in						( )	( )
	1,250.00 live-out						( )	( )
	LIVE-IN PARTICIPANTS: 6 pax (RSSO, BOHOL, CEBU AND NEG.OR)						( )	( )
	LIVE-OUT PARTICIPANTS: 1 pax (SIQUIJOR)						( )	( )
	Venue: within Siquijor						( )	( )
	A: Check-in date: 18 December 2024 Number of pax: 6 (with buffet lunch, dinner, AM and PM Snacks) Check-out date: 21 December 2024 Number of pax: 6 (with buffet breakfast) ***AM and PM snacks, buffet breakfast, buffet lunch, and buffet dinner from 19 to 20 December 2024						( )	( )
	B: Live-out: 18 to 20 December 2024 Number of pax : 1 (AM and PM snacks, buffet breakfast, buffet lunch, and buffet dinner)						( )	( )
	<b>Function Room Requirement:</b>							
	1. One (1) function room with projectors that can accommodated 7 pax, spacious and can accommodate the participants comfortably. Usage time - 6:00am to 8:00pm						( )	( )
	2. Sound proof/free from unnecessary noise						( )	( )
	3. No pillars/columns blocking the stage						( )	( )
	4. Free use of sound system, podiums, projectors, projector screens and microphones preferably wireless						( )	( )
	5. Audible/operational sound system						( )	( )
	6. Provision of flag						( )	( )
	7. Inclusive of electricity charges for use of laptops, projector and other equipment						( )	( )
	8. Preferably with strong internet connection (100-200 mbps) Pls. indicate Wifi connection speed upon submission of quotation.						( )	( )
	9. Room arrangement-classroom type						( )	( )

10. One (1) standby service crew/waiter and technician						( )	( )
<b>Food Requirements :</b>							
1. Buffet (breakfast, lunch & dinner)						( )	( )
2. AM and PM snacks, with fresh fruits (replacement for juice)						( )	( )
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert.						( )	( )
4. Free flowing coffee, tea, milo and purified drinking water in the function room						( )	( )
5. Provision of chips, candies and mixed nuts during the entire function.						( )	( )
6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						( )	( )
7. Serving time of food:							
****Breakfast - 6:30 AM						( )	( )
****AM snacks - 10:00 AM						( )	( )
****Lunch - 12:00 NN						( )	( )
****PM snacks - 3:00 PM						( )	( )
****Dinner - 6:00 PM						( )	( )
8. Attach menu upon submission of quotation/bid form						( )	( )
9. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)						( )	( )
<b>Room Requirements:</b>							
1. Preferably with free wifi access						( )	( )
2. Daily provision of free bottled water, coffee, tea and toiletries						( )	( )
3. Spacious, tidy and clean following the minimum health protocols						( )	( )
4. Daily room make-up						( )	( )
5. Daily change of towels						( )	( )
<b>6. Room types:</b>						( )	( )
*** single occupancy						( )	( )
*** double occupancy, separate beds						( )	( )
*** triple occupancy, separate beds						( )	( )
<i>(Note: Depending on the rooming list)</i>						( )	( )

<b>Other requirements:</b>							
1. Must observe the minimum health protocol.						( )	( )
2. Free use of amenities and other facilities						( )	( )
3. Continuous water supply and accessible comfort rooms						( )	( )
4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkle						( )	( )
5. Provision of janitorial and maintenance services						( )	( )
6. Good ambience to promote learning						( )	( )
7. Adequate security service (24/7)						( )	( )
8. Availability of trained staff that can address health concern						( )	( )
9. With standby generator						( )	( )
10. Free parking space (at least 5 slots)						( )	( )
11. Must obtain at least 90% rating (Table Rating Factor)						( )	( )
12. Mode of Payment: SEND BILL Arrangement within 30 working days after receipt of the billing statement.						( )	( )
13. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.						( )	( )
<b>Documentary Requirements:</b>							
1. Mayor's Permit	<b>Please attach documents upon submission of the RFQ</b>					( )	( )
2. Philgeps Registration						( )	( )
<b>Total amount in words:</b>							

Other Requirements:

<p><b>Terms of Payment:</b>  <i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing/Statement of</i></p> <p><b>Payment Details:</b>  Banking Institution: _____  Account Number: _____  Account Name: _____  Branch: _____</p>
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After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

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Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if **VAT or NON-VAT**) \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_