



**REQUEST FOR QUOTATION**

RFQ # 0761-RFQ2023-049

29 June 2023

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 Re-echo Training on Administrative Order I Series of 2021 and Orientation on Quality Management System (QMS) Audit and Conduct of 2023 Mid-Year Performance Review Sessions of PSA, Siquijor Provincial Statistical Office (PSO).

Name of Project	Re-echo Training on Administrative Order I Series of 2021 and Orientation on QMS Audit and Conduct of 2023 Mid-Year Performance Review Sessions of PSA Siquijor PSO
Solicitation (If posted at the PhilGEPS)	0700-2023-06-094
Purchase Request No.	PR #0761-2023-06-029
Location	within Siquijor Province
Brief Description	Re-echo Training on Administrative Order I Series of 2021 and Orientation on QMS Audit and Conduct of 2023 Mid-Year Performance Review Sessions of PSA Siquijor PSO
Quantity	Please see page 3 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php 114,000.00
Contract Duration	12-13 July 2023
Date of Delivery	12-13 July 2023

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 04 July 2023, 12:00 Noon through the address 3/F Siquijor Business & Convention Center Siquijor.**

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

For any clarification, you may contact Ms. Rizalyn Teodora G. Postrado at telephone nos. (035 344-2002/(035)480-9003.

  
**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 lots and must quote all the items under a specific lot.**
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.

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 accordance with GPPB Circular 06-2005.

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	Re-echo Training on Administrative Order I Series of 2021 and Orientation on Quality Management System (QMS) Audit and Conduct of 2023 Mid-Year Performance Review Sessions of PSA, Siquijor Provincial Statistical Office (PSO)	1	LOT	114,000.00			( )	( )
1.1	Venue with Food and Accommodation (AM and PM Snacks with Breakfast, Lunch and Dinner) on 12-13 July 2023	pax	38	3,000.00			( )	( )
	***with ABC of Php 3,000.00/pax***						( )	( )
	Number of pax: 19 pax for 2 days on 12-13 July 2023						( )	( )
	Venue: within Siquijor Province						( )	( )
	(2 nights and 2 days)						( )	( )
	Check in: 12 July 2023						( )	( )
	Check out: 14 July 2023						( )	( )
	****2 nights ( Php 3,000.00/pax for 19 pax)****						( )	( )

<b>Function Room Requirements:</b>						( )	( )
1. With available thermal scanner at the venue						( )	( )
2. Sound proof/free from unnecessary noise						( )	( )
3. Complimentary use of function room, spacious and can accommodate the number of participants specified below: a. 19 pax on 12-13 July 2023 (7:00 AM-7:00 PM)						( )	( )
4. No pillars/columns blocking the stage						( )	( )
5. Free use of sound system, podiums, projector, projector screens and microphones (at least three microphones, preferably wireless) from 7:00AM-7:00PM						( )	( )
6. Audible/operational sound system						( )	( )
7. Provision of flag						( )	( )
8. Inclusive of electricity charges for use of laptops, projector and other equipment						( )	( )
9. Preferably with strong WIFI connection (please indicate WIFI connection speed upon submission of quotation)						( )	( )
10. Standby service crew/waiter and technician						( )	( )
11. Provision of Secretariat's table (2 pax)						( )	( )
<b>Food Requirements:</b>						( )	( )
1. Complimentary breakfast						( )	( )
2. Buffet Lunch and Dinner						( )	( )
3. AM and PM snacks with drinks						( )	( )
4. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices)						( )	( )
5. Free flowing coffee or tea or milo and purified drinking water in the function room						( )	( )
6. Provision of candies and mixed nuts during the entire function.						( )	( )
7. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						( )	( )
8. Serving time of food:						( )	( )
***Breakfast – 6:00 AM ***AM snacks – 10:00AM ***Lunch – 12:00 NN ***PM snacks – 3:00 PM ***Dinner – 6:00 PM						( )	( )



9. Meals **12 July 2023 (AM & PM snacks, lunch and dinner good for 19 pax) **13 July 2023 (AM & PM snacks and breakfast and lunch good for 19 pax)						( )	( )
10. Attached Menu upon submission of quotation/bid form (optional)						( )	( )
11. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates)						( )	( )
<b>Room Requirements:</b>						( )	( )
1. Preferably with free WIFI access						( )	( )
2. Provision of free drinking water and toiletries and towel						( )	( )
3. Spacious, tidy and clean						( )	( )
<b>4. Accommodation: Either single, double, or triple occupancy</b>						( )	( )
5. Room must be airconditioned and well-lighted						( )	( )
<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 sprinkler						( )	( )
5. Provision of janitorial and maintenance services						( )	( )
6. Good ambience to promote learning						( )	( )
<b>7. With standby generator</b>						( )	( )
<b>Mode of Payment: SEND BILL Arrangement or within thirty (30) working days after receipt of the billing statement.</b>						( )	( )
<b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>						( )	( )
<b>TOTAL AMOUNT IN WORDS :</b>							

Other Requirements:

**Terms of Payment:**

*Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

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: \_\_\_\_\_