



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office MIMAROPA



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) **Regional Statistical Services Office (RSSO) MIMAROPA Statistical Operations and Coordination Division (SOCD)** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement **Lease of Venue** – pursuant to the provisions of R.A. 9184, to wit;

<b>Name of Project</b>	<b>Lease of Venue, Meals, and Accommodation for Press Conference on the 2024 Report on the Economic Performance of MIMAROPA Region and Focus Group Discussions on Construction</b>
<b>Solicitation</b>	<b>2025-04-0174</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Lease of Venue, Meals and Accommodation</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 150,600.00
<b>Date of Delivery</b>	April 22, 2025 (AM) - Press Conference, 70 pax April 22, 2025 (PM) - FGD LGU, 24 pax April 23, 2025 (AM) - FGD Private, 24 pax  2 pax live-in participants, April 21-24, 3 days (full board) Check-in: April 21, 2025, 2:00 PM Check-out: April 24, 2025, 12:00 NN  9 pax live-in participants, April 22-23, 1 day (full board) Check-in: April 22, 2025, 2:00 PM Check-out: April 23, 2025, 12:00 NN  68 pax meals and snacks for Live-out participants April 22, 2025: AM Snacks, Lunch  22 pax meals and snacks for Live-out participants April 22, 2025: PM Snacks  10 pax meals and snacks for Live-out participants April 23, 2025: AM Snacks, Lunch


Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 5:00 PM on Tuesday, April 08, 2025** at the Civil Registration and Administrative Support Division (CRASD), 2<sup>nd</sup> Floor, Emerald Building (PRIMA), J.P Rizal St. Camilmil, Calapan City.

Received by:

Name and Signature: \_\_\_\_\_

Company: \_\_\_\_\_

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

  
**VENERANDA F. MENDOZA**  
PSA-RO-BAC Chairperson

**Terms and Conditions:**

1. All entries must be written legibly in the Bid Form.



2/F Emerald Building, J.P. Rizal St., Calapan City, Oriental Mindoro  
Telephone: (043) 288-9744 / (043) 470-0598  
Telefax: (043) 441-7371 / (043) 470-0716 / (043) 286-7491  
rssomimaropa@psa.gov.ph



2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
  - i. Copy of PhilGEPS Registration
  - ii. Mayor's Permit/Business Permit
  - iii. *Income/Business Tax Return (for ABCs above P500K)*
  - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.





**BID FORM**

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>Lease of Venue, Meals, and Accommodation for Press Conference on the 2024 Report on the Economic Performance of MIMAROPA Region and Focus Group Discussions on Construction</b>						
Venue: Calapan City						
Date:						
April 22, 2025 (AM) - Press Conference, 70 pax						
April 22, 2025 (PM) - FGD LGU, 24 pax						
April 23, 2025 (AM) - FGD Private, 24 pax"						
<b>Function Room/Training Venue</b> Comfortably accommodate at most 70 participants A venue that would allow extended hours of activity Have stable internet connectivity Quiet and free from distractions With good lighting and must be well-ventilated Preferably with available sound system Preferably with projector and screen projector With three (3) or more microphones and extension wires With generator or other alternatives in case of power failure With large white board, markers and erasers With comfortable chairs and tables With a presentable table in a platform for guest and resource speaker Toilet must be contiguous within the same building of function room	lot	1			( )	( )
<b>2 pax live-in participants, April 21-24, 3 days (full board)</b> Check-in: April 21, 2025, 2:00 PM Check-out: April 24, 2025, 12:00 NN						
<b>9 pax live-in participants, April 22-23, 1 day (full board)</b> Check-in: April 22, 2025, 2:00 PM						





Check-out: April 23, 2025, 12:00 NN						
PM snacks and dinner shall be served on day of check-in						
Rooms to accommodate 2 pax per room with individual bed						
five (5) double rooms and one (1) single room						
Each room is filled-up upon arrival of participants						
Room, toilet and bath should be in clean and good condition						
With complimentary toiletries						
With daily replenishment of complimentary 500 ml bottled water						
Free use of hotel facilities and amenities						
With complimentary breakfast						
Includes Dinner (ala carte)						
<b>68 pax meals and snacks for Live-out participants</b>						
April 22, 2025: AM Snacks, Lunch						
<b>22 pax meals and snacks for Live-out participants</b>						
April 22, 2025: PM Snacks						
<b>10 pax meals and snacks for Live-out participants</b>						
April 23, 2025: AM Snacks, Lunch						
<b>INCLUSIONS:</b>						
Meals and Snacks						
Submit menu for snacks, lunch and dinner						
Lunch should have vegetables, dessert, and fish/chicken						
No cream dory to be served during meals						
With available drinks/juices for each meal/snack						
<b>Additional Inclusions:</b>						
With free flowing coffee (brewed and 3-in-1), and tea						
Candies and chips are to be served during training						
With continuous supply of mineral water from water dispenser(s)						
<b>Note:</b> Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled <i>Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings</i> ,						





**Events, and Other Activities, Mandating the Use  
of Ecologically Sustainable Products or  
Packaging Materials and Prohibition on the  
Use of Styrofoam and Single-use Plastics.**

**\*\*nothing follows\*\***

**TOTAL**

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 \_\_\_\_\_

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

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

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


LBP Account No. of Establishment: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Copy of PhilGEPS Registration No.: \_\_\_\_\_

BIR Registration: ☐ VAT

☐ Non-VAT

Canvassed by:

  
\_\_\_\_\_  
Canvasser

