



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;

Name of Project	Lease of Venue, Meals and Accommodation for Regional Dissemination Forum on the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)
Solicitation	2025-05-0216
Place of Delivery	PSA RSSO MIMAROPA, Calapan City, Oriental Mindoro
Brief Description	Venue, Accommodation, Meals and Snacks
Quantity	80 packs
Approved Budget for the Contract (ABC)	P 80,000.00
Date of Delivery	May 30, 2025 (8:00am-1:00pm)


Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00 AM on Monday, May 19, 2025** at the Civil Registration and Administrative Support Division (CRASD), 2nd 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. 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
Lease of Venue, Meals and Accommodation for Regional Dissemination Forum on the 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)						
Venue: Calapan City						
Date: May 30, 2025 (8:00am-1:00pm)						
80 pax						
Function Room/Training Venue	lot	1			()	()
Comfortably accommodate 80 participants						
An airconditioned 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 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						
80 pax meals and snacks for the participants						
May 30, 2025: AM Snacks, Lunch						
INCLUSIONS:						
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						
Additional Inclusions:						
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)						
<i>Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, 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.</i>						
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. _____

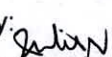
Date: _____

LBP Account No. of Establishment: _____ Name of Payee: _____

Tax Identification Number: _____ Copy of PhilGEPS Registration No.: _____

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


RHODA S. SMIT
 Canvasser

