



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	Venue, Meals and Accommodation for the 2025 Mid-Year Performance Review
Solicitation	2025-06-0322
Place of Delivery	Oriental Mindoro
Brief Description	Venue, Meals and Accommodation
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 495,000.00
Date of Delivery	July 21-24, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 3:00 PM on Wednesday, June 25, 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
Venue, Meals and Accommodation for the 2025 Mid-Year Performance Review July 22-24, 2025						
Specifications						
Usage of Function Room/Training Venue on July 22-24, 2025	lot	1			()	()
Large enough to comfortably accommodate at most 50 participants						
A venue that would allow extended hours of training						
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 Internet access / Wi-Fi connection for participants						
With generator or other alternatives in case of power failure						
With large white board, markers and erasers						
With comfortable chairs and tables						
With a front table where the trainer can put training manuals and other materials						
Toilet must be contiguous within the same building of function room						
INCLUSIONS:						
Accommodation for Mid-Year Performance Review Participants (50 Pax)						
Check in: July 21, 2025 at 2:00 pm						
Check out: July 24, 2025 at 12:00nn						
Rooms to accommodate one single room and quadruple sharing rooms						
Room, toilet and bath should be in clean and good condition						



With complimentary toiletries						
With daily replenishment of complimentary 500ml bottled water						
With complimentary breakfast						
Free use of hotel facilities and amenities						
Meals and Snacks						
July 21, 2025 - Dinner						
July 22, 2025 - Full Board (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)						
July 23, 2025 - Full Board (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)						
July 24, 2025 - Breakfast, AM Snacks, Lunch, PM Snacks						
Snacks						
Snacks will be served at the training venue individually.						
Meals						
Buffet Assisted Meals						
Submit menu for snacks, lunch and dinner						
Meals should have vegetables, dessert, and fish/chicken/beef and soup						
No cream dory & pork to be served during meals						
With available drinks/juices for each meal/snack						
Additional Inclusions:						
With free flowing coffee (brewed and 3-in-1), choco drinks and tea Candies and chips are to be served during training proper.						
With continuous supply of mineral water from water dispenser(s)						
Mode of Payment:						
SEND BILL						
Payment will be deposited to Hotel's Account						
nothing follows						
TOTAL						

