



**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 the 28th Philippine Statistics Quiz Regional Championship</b>
<b>Solicitation</b>	<b>2024-10-0789</b>
<b>Place of Delivery</b>	Calapan City, Oriental Mindoro
<b>Brief Description</b>	<b>Venue, Meals and Accommodation</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 71,200.00
<b>Date of Delivery</b>	November 7-9, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00 AM on Monday, November 04, 2024** 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. 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 the 28th Philippine Statistics Quiz Regional Championship</b>						
<b>Function Room/Training Venue</b>	lot	1			( )	( )
Comfortably accommodate at most 60 participants						
Have stable internet connectivity						
A venue that would allow extended hours of activity						
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						
<b>2 pax live-in participants, November 7-9, 2024, 2 days (full board)</b>						
Check in: November 7, 2024 at 2:00 pm						
Check out: November 9, 2024 at 12:00 n.n.						
PM snacks and dinner shall be served on day of check-in						
Rooms to accommodate 1 pax per room						
Two (2) single rooms						
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						
With complimentary breakfast						
Free use of hotel facilities and amenities						



<b>60 pax meals and snacks for Live-out participants, 1 day</b>					
November 8, 2024: AM Snacks, Lunch, PM Snacks					
*Lunch - Buffet style catering service: Reusable plates, mugs, and cutlery					
<b>INCLUSIONS:</b>					
<b>Meals and Snacks</b>					
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>AM and PM snacks must be individually packed</b>					
<b>Lunch must be served in buffet style</b>					
<b>With free-flowing coffee</b>					
<b>Candies and chips are to be served during training proper</b>					
<i>Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled <b>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.</b></i>					
<b>**nothing follows**</b>					
<b>TOTAL</b>					

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



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