



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) **Provincial Statistical Office – Marinduque**, 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 for the Conduct of Municipal Level Training on 2024 Census of Population (POPCEN) and Community-Based Monitoring System (CBMS) Household Data Collection and Geotagging for Municipality of Gasan</b>
<b>Solicitation</b>	<b>2024-07-0431</b>
<b>Place of Delivery</b>	Gasan, Marinduque
<b>Brief Description</b>	<b>Lease of Venue</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 161,100.00
<b>Date of Delivery</b>	July 8 - 13, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 5:00 PM on Thursday, July 4, 2024** at PSA PSO Marinduque.

**CHARLYN ROMERO-CANTOS, PhD**  
 PSA-RO-BAC Chairperson

Received by:

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

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

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

**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. The 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 for the Conduct of Municipal Level Training on 2024 Census of Population (POPCEN) and Community-Based Monitoring System (CBMS) Household Data Collection and Geotagging for Municipality of Gasan</b> <u>July 08 - 13, 2024</u>						
<b>One (1) Function Room/Training Venue</b> With spacious, well-ventilated function room conducive for learning within the building that can accommodate approximately 39 pax Quiet and free from distractions With good lighting and must be well-ventilated With available sound system With two (2) or more microphones and extension wires With generator or other alternatives in case of power failure With large whiteboard, markers and erasers Preferably with high-speed wifi connection and for free use of participants Toilet must be contiguous within the same building of function room With two (2) complimentary tarpaulin	lot	1			( )	( )
<b>39 pax meals and snacks for Live-out participants, 6 days</b> July 8-13, 2024: AM Snacks, Lunch, PM Snacks						
<b>INCLUSIONS: (Meals and Snacks)</b> Submit menu for two snacks, and lunch Lunch should have vegetables, dessert, and fish/chicken 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 dispenser(s)					
<b>Specs for AM/PM Snacks</b> Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)					
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>					
<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. \_\_\_\_\_

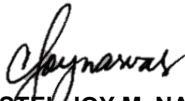
Date: \_\_\_\_\_

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

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

BIR Registration:  VAT  Non-VAT

Canvassed by:



**CRISTEL JOY M. NARVAS**  
Canvasser



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](mailto:rssomimaropa@psa.gov.ph)