

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;

Name of Project	Lease of Venue and Accommodation 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 Santa Cruz, Marinduque
Solicitation	2024-07-0432
Place of Delivery	Santa Cruz, Marinduque
Brief Description	Lease of Venue and Accommodation
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 376,800.00
Date of Delivery	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
Received by:	PSA-RO-BAC Chairperson
Name and Signature:	<u></u>
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.



2/F Emerald Building, J.P. Rizal St., Calapan City, Oriental Mindoro Telephone: (043) 288-9744 / (043) 470-0598

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BID FORM

BID FORM								
Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check) YES NO		al ns :k)	
Lease of Venue and Accommodation for the Conduct of Provincial Level Training on 2024 Census of Population (POPCEN) and Community-Based Monitoring System (CBMS) Household Data Collection and Geotagging for Municipality of Santa Cruz, Marinduque								
One (1) Function Room/Training Venue	lot	1			()	()
With spacious, well-ventilated function room conducive for learning within the building that can accommodate approximately 62 pax								-
Quiet and free from distractions								
With good lighting and must be well-ventilated								
With available sound system								
Preferably with projector and screen projector								•••••
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								
Inclusions: Hot and cold water with Paper Cups 8oz,								
Free flowing coffee with wooden stirrer								
6 pax live-in participant, 08-13 July 2024,								
6 nights (full-board)								
Check-in: 08 July 2024 at 2:00 pm								
Check-out: 13 July 2024 at 12:00 n.n.								
3 Rooms to accommodate at least 2 pax each								

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Dinner to be served on day of check-in of live-in participants					
Breakfast and Dinner to be served during days between check-in and check-out					
Breakfast to be served during day of check-out					
Room assignment will be provided to the winning supplier					
Room, toilet and bath should be in clean and good condition					
With complimentary toiletries					
Free use of hotel facilities and amenities					
Specs for Breakfast & Dinner					
Buffet-style catering service:Reusable plates, mugs and cutlery					
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.					
Nothing Follows					
TOTAL					
After having carefully read and accepted your Terms and Concepted Name of authorized representative/Signature Position: Name of Company Address:Ema Fax No Tel No.:Concepted Your Terms and Concepted Your Terms and Conc	il Address:		- - -	ted above.	
Date:					
LBP Account No. of Establishment:	Name of Payee:				
	opy of PhilGEPS Regi	stration No.:			
BIR Registration: VAT N	on-VAT				
Canvassed by:					

CRISTEL JOY M. NARVAS eanvasser

