



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	Conduct of Provincial Level Training on 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS)
Solicitation	2024-09-0615
Place of Delivery	Boac, Marinduque
Brief Description	Lease of Venue
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 270,000.00
Date of Delivery	September 23 - 27, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 12:00 PM on Wednesday, September 18, 2024** at PSA PSO Marinduque.

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, and Meals for the Conduct of Provincial Level Training on 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) 23 - 27 September 2024						
One (1) Function Room/Training Venue	lot	1			()	()
With spacious, well-ventilated function room conducive for learning within the building that can accommodate approximately 45 pax						
Quiet and free from distractions						
With good lighting and must be well-ventilated						
With available sound system						
Preferably with projector and white screen						
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 or function room						
With two (2) complimentary tarpaulin						
45 pax meals and snacks for Live-out participants, 5 days						
September 23-27, 2024: AM Snacks, Lunch, PM Snacks						
INCLUSIONS: (Meals and Snacks)						
Submit menu for two snacks, and lunch						
Lunch should have vegetables, dessert, and fish/chicken						
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 dispenser(s)						
Specs for AM/PM Snacks						
Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)						
<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. _____

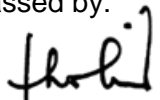
Date: _____

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

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

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:


PURITA H. OLIVAR
 Canvasser

