



## 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 Third Level Training on July 2025 Labor Force Survey (LFS) and 2025 Family Income and Expenditure Survey (FIES) Visit 1</b>
<b>Solicitation</b>	<b>2025-06-0297</b>
<b>Place of Delivery</b>	Boac, Marinduque
<b>Brief Description</b>	<b>Lease of Venue</b>
<b>Quantity</b>	1 lot
<b>Approved Budget for the Contract (ABC)</b>	P 770,400.00
<b>Date of Delivery</b>	July 1-7, 2025

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 5:00 PM on Friday, June 13, 2025** 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
<b>Lease of Venue for the Conduct of Third Level Training on July 2025 Labor Force Survey (LFS) and 2025 Family Income and Expenditure Survey (FIES) Visit 1</b>						
<b>Two (2) Function Rooms/Training Venue</b>	lot	1			( )	( )
With Spacious, well-ventilated function room conducive for learning within the building that can accommodate approximately 35 pax per class						
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						
Toilets must be contiguous within the same building of function rooms						
With two (2) complimentary tarpaulin						
<b>18 pax live-in participants, July 1-7, 2025, 6 days (full board)</b>						
Check-in: July 1, 2025 at 2:00 pm						
Check-out: July 7, 2025 at 12:00 nn						
AM/PM snacks, lunch and dinner shall be served on the day of check-in						
Rooms can accommodate 2 to 3 pax per room with individual bed						
Room assignment will be provided to the winning supplier						
Room, toilet and bath should be in clean and good condition						
With complimentary toiletries						
With complimentary breakfast						
Free use of hotel facilities and amenities						



<b>42 pax meals and snacks for Live-out participants, 7 days</b>						
July 1-7, 2025: AM Snacks, Lunch, PM Snacks						
<b>Inclusions: (Meals and Snacks)</b>						
Submit menu for snacks, lunch and dinner						
Lunch and dinner should have atleast 2 main dishes vegetables and dessert						
With available drinks/juices for each meal/snack						
<b>Additional Inclusions:</b>						
With free-flowing coffee (brewed and 3-in1), and tea						
Candies and chips are to be served during training						
With continuous supply on mineral water from dispensers)						
***Nothing Follows***						
<b>Specs for Meals and 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>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:

  
**MARY MICHELLE M. MACUTONG**  
 Canvasser

