



**REQUEST FOR QUOTATION**

RFQ # 0722-2023-08-112

17 August 2023

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Venue** for the **Procurement of Food, Venue, and Accommodation for the conduct of Training on the Community Based Monitoring System (CBMS) Module II-B: Data Processing; Data Tabulation and Analysis Using Descriptive Statistics on 29-31 August 2023 of PSA Cebu**

<b>Name of Project</b>	<i>Community Based Monitoring System (CBMS) Module II-B: Data Processing: Data Tabulation and Analysis Using Descriptive Statistics</i>
<b>Solicitation (If posted at the PhilGEPS)</b>	0700-2023-08-160
<b>Purchase Request No.</b>	0722-2023-08-0075
<b>Location</b>	within Cebu City or Mandaue City
<b>Brief Description</b>	please refer to page 3-4 for detailed description
<b>Quantity</b>	please refer to page 3-4 for detailed description
<b>Approved Budget for the Contract (ABC)</b>	<b>Php 188,000.00</b>
<b>Contract Duration</b>	28 to 31 August 2023
<b>Date of Delivery</b>	28 to 31 August 2023

Please quote your best price for the item described herein, subject to the Terms and Conditions provided in this RFQ. **Submit your sealed quotation duly signed by you or your duly authorized representative personally not later than 23 August 2023, 12:00 NN** through the address **2/F Martina Sugbu Center, P. Burgos St., Cebu City.**

**Note: Online submission of accomplished bid form/s will not be accepted.**

For any clarification, you may contact **Ms. Ryke Hermoso/Ms. Farrah Canasa / Mr. Mark Anthony Narsico** at telephone no. **(032) 255-8573.**

  
**JINKEE J. MINGUITO**  
R07 BAC Member

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Bidders shall provide correct and accurate information required in this form.
4. **Bidders may quote for any or all the items. If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a specific lot.**
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
6. Late submission of quotation shall not be accepted.
7. Bids exceeding the ABC for each item/lot shall be disqualified.
8. Award of contract shall be made to the Lowest Calculated and Responsive Bidder which complies with the specifications and other terms and conditions as stated herein.
9. The Lowest Calculated and Responsive Bidder shall be informed immediately.

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10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA shall adopt and employ "drawlots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

12. The PSA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

13. The following documentary requirements must be submitted prior to issuance of Purchase Order/Contract:

- *Mayor's/Business Permit*
- *PhilGEPS Registration Number/Certificate*
- *Income/Business Tax Return (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

14. 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.

15. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. documentary requirements mentioned above (item no. 13), billing statement from the supplier. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the supplier's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice.

16. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies to it.

BID FORM

IMPORTANT NOTES/INSTRUCTIONS:

1. Make sure to read the Terms and Conditions stated in the Request for Quotation before filling out this form.
2. Use this form for your quotation. Additional bidder's proposal can also be attached to this form.
3. Accomplish this form correctly and accurately.
4. Do not alter the contents of this form in any way.
5. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
6. Ensure to indicate the price for the whole lot and the unit price per unit.
7. Ensure to fill-up the **TOTAL AMOUNT IN WORDS**.
8. Ensure to check the "Compliance with Technical Specifications" Column.
9. **Submit your bid sealed in an envelope.**
10. Failure to follow these instructions will result to the disqualification of your entire quotation/bid.

Item No.	Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget for the Contract (ABC) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	<b>Procurement of Food, Venue, and Accommodation for the conduct of Training on the Community Based Monitoring System (CBMS) Module II-B: Data Processing: Data Tabulation and Analysis Using Descriptive Statistics on 29-31 August 2023 of PSA Cebu</b>	lot	1	188,000.00			( )	( )
1.1	<b>Full Board Accommodation for eight (8) PSA Central Office personnel, RSSO 7 personnel, and PSO Cebu Personnel during the Conduct of Training on the Community Based Monitoring System (CBMS) Module II-B: Data Processing: Data Tabulation and Analysis Using Descriptive Statistics on 29-31 August 2023</b>	pax	32	80,000.00			( )	( )
	<b>Venue: within Cebu City or Mandaue City</b>						( )	( )
	<b>*Check in: 2PM, 28 August 2023 with dinner</b>						( )	( )
	<b>29 August 2023; Full Board</b>						( )	( )
	<b>*Check out: 12 NN, 31 August 2023 with breakfast and lunch</b>						( )	( )
	<b>Food Requirements (balanced nutritious diet):</b>						( )	( )
	1. Buffet lunch and dinner						( )	( )
	2. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)						( )	( )
	3. Serving time of food:						( )	( )
	***Breakfast - should be ready by 06:00am						( )	( )
	***Lunch - should be ready by 12:00pm						( )	( )
	***Dinner - should be ready by 6:00pm						( )	( )
	***Snacks - should be served at 09:00am and 3:00pm						( )	( )
	<b>Room Requirements:</b>						( )	( )
	1. With free wifi access						( )	( )

	2. Provision of free bottled water, coffee/tea/milo, toiletries and towels						( )	( )
	3. Spacious, tidy and clean						( )	( )
	4. Room types:						( )	( )
	****1 pax occupancy (Executive Room)						( )	( )
	****single occupancy (3 rooms)						( )	( )
	****twin room- double occupancy ( 5 rooms )						( )	( )
	<b>Other requirements:</b>						( )	( )
	1. Must observe the minimum health protocol.						( )	( )
	2. Free parking space (2 slots)						( )	( )
	3. Free use of amenities and other facilities						( )	( )
	4. Proximity to Police and Fire Stations						( )	( )
	5. Proximity to Banks, Postal, and Telecommunications service provider						( )	( )
	6. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority						( )	( )
	7. Continuous water supply and accessible comfort rooms						( )	( )
	8. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler						( )	( )
	9. Provision of janitorial and maintenance services						( )	( )
	10. Adequate security service (24/7)						( )	( )
	11. Not near casinos/pleasure districts						( )	( )
	12. Availability of trained staff that can address health concerns						( )	( )
	13. With standby generator						( )	( )
1.2	<b>Food Breakfast, Lunch and Dinner (with AM and PM snacks) for the Conduct of Training on the Community Based Monitoring System (CBMS) Module II-B: Data Processing: Data Tabulation and Analysis Using Descriptive Statistics on 29-31 August 2023</b>	pax	30	108,000			( )	( )
	<b>Number of pax:</b> 30 pax at PHP 1,200.00/pax for 3 days						( )	( )
	<b>Venue: Within Cebu City or Mandaue City</b>						( )	( )
	<b>Food Requirements (balanced nutritious diet):</b>						( )	( )
	1. AM and PM snacks with drinks (fresh fruit juices, not powdered juice)						( )	( )
	2. Buffet lunch						( )	( )
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses dessert, and healthy drinks (fresh fruit juices, not powdered juice)						( )	( )
	2. Serving time of food:						( )	( )
	* Breakfast - 6:00 AM						( )	( )
	***AM snacks -should be ready by 9:30 AM.						( )	( )
	***Lunch -should be ready by 11:30 AM.						( )	( )
	***PM snacks -should be ready by 3:00 PM.						( )	( )
	* Dinner - 6:00 PM						( )	( )
	3. Free flowing coffee or tea or milo and purified drinking water in the function room						( )	( )
	4. Provision of candies and mixed nuts during the entire function room						( )	( )
	<b>Function Room Requirement:</b>						( )	( )
	1. Sound proof/free from unnecessary noise						( )	( )
	2. One (1) function room which can accommodate approximately 61 pax						( )	( )
	3. No pillars/columns blocking the stage						( )	( )

4. Use of function from 7:30AM-6:00PM						( )	( )
5. Free use of sound system, two (2) projectors, LED projector, projector screen and microphones (at least three microphones, preferably wireless)						( )	( )
6. Audible/operational sound system						( )	( )
7. Provision of flag						( )	( )
8. Inclusive of electricity charges for use of laptops, projector and other equipment						( )	( )
9. Preferably with strong WIFI connection (at least 150mbps)						( )	( )
10. Room arrangement-classroom type						( )	( )
11. Standby service crew/waiter and technician <b>(indicate no. of service crew and technician)</b>						( )	( )
12. Provision of Secretariat's table (2 pax) per function room						( )	( )
13. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						( )	( )
14. Attach menu upon submission of the bid form						( )	( )
15. No use of plastic and styrofoam for the utensils (spoon, fork, drinking straw, cups and plates)						( )	( )
<b>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</b>						( )	( )
<b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>						( )	( )
<b>TOTAL AMOUNT IN WORDS :</b>							

Other Requirements:

<p><b>Terms of Payment:</b>  <i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p><b><u>Payment Details:</u></b>  Banking Institution: _____  Account Number: _____  Account Name: _____  Branch: _____</p>
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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 \_\_\_\_\_  
TIN #: \_\_\_\_\_ (Please specify if **VAT** or **NON-VAT**) \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_  
Date: \_\_\_\_\_