



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Statistical Services Office MIMAROPA



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 for 2025 Provincial Planning Workshop
Solicitation	2024-11-0952
Place of Delivery	Boac, Marinduque
Brief Description	Lease of Venues
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 81,000.00
Date of Delivery	December 18-19, 2024

Please quote your **lowest price** on the attached bid form and personally submit your **SEALED QUOTATION not later than 9:00 AM on Thursday, December 05, 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.





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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 for 2025 Provincial Planning Workshop <i>Event Date: December 18-19, 2024</i>						
Function Room/Training Venue	lot	1			()	()
Comfortably accommodate at most 27 participants						
Have stable internet connectivity						
A venue that would allow extended hours of activity						
Quiet and free from distractions						
With good lighting and must be well-ventilated						
Preferably with projector and screen projector						
With three (3) or more microphones and extension wires						
With generator or other alternatives in case of power failure						
With comfortable chairs and table						
Submit menu for Snacks and Lunch						
Lunch/Dinner should have fish (sinigang), pork/chicken, and vegetables						
With available drinks/juice for each meal/snack						
INCLUSIONS:						
AM and PM snacks must be individually served						
Lunch/Dinner must be served in buffet style						
Additional Inclusions:						
With free-flowing coffee (brewed and 3-in-1), malt/chocolate drink, and tea						
Candies and chips are to be served						
With continuous supply of mineral water from water dispenser/s						
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. _____

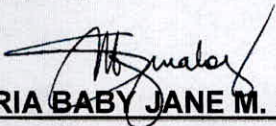
Date: _____

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

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

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:



MARIA BABY JANE M. SUALOG

Canvasser

