



Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
National Capital Region

REQUEST FOR QUOTATION

Date: September 17, 2021
RFQ No.: PSA-NCR-RO-21-098

Name of Company:	
Address:	
TIN:	
PhilGEPS Registration No.:	

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Lease of the Venue for the PhilSys Step 2 Training** in accordance with Section 53.9 (Negotiated Procurement - Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Lease of the Venue for the PhilSys Step 2 Training	Php90,000.00

Please quote your **best offer in lot** described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **22 September 2021 at 10:00 AM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

DOCUMENT	REMARKS
Copy of 2021 Mayor's or Business Permit	In case not yet available, you may submit your expired 2020 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2021 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement	If unable to have the document notarized, you may submit assigned unnotarized Omnibus Sworn Statement , subject to compliance therewith after award of contract but before payment .

For any clarification, you may contact us at telephone no. **937-7738** or email address at psa.ncr.robac@gmail.com


ANJINETTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



Address: 9/F EDSA Grand Residences, 75 Corregidor St. Cor. EDSA, Quezon City
1105 Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042

Email: psa.ncr.rso@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

LOT 1: Lease of Venue for PhilSys Step 2 Registration			
Technical Specifications	Unit	Qty.	Compliance with Technical Specification (please check) YES NO
Lease of Venue for PhilSys Step 2 Registration <ul style="list-style-type: none">• 3 classroom size venue for 12 days training from September 27 to October 12, 2021 within City of Pasay• Classroom setup within minimum of 25 persons seating capacity with at least 1.5 meters seat distance in conformity to IATF physical distancing requirements• Daily disinfection for COVID-19 on all classrooms and comfort rooms• Provision of janitorial/cleaning services• Free use of electricity (for laptop/notebook and in focus in every room)• Free use of Wi-Fi internet	room	36	

FINANCIAL OFFER

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "O" if the item being offered is for free.

LOT 1: Lease of Venue for PhilSys Step 2 Registration			
ABC	QUANTITY (A1)	OFFERED PRICE (B1)	TOTAL OFFERED QUOTATION FOR LOT 1
Ninety Thousand (Php 90,000.00)	36		In Words:
			In Figures:

Signature over printed Name

Position/Designation

Office Telephone/ Fax/Mobile
Nos.

Email Address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The PSA NCR PO V shall confirm the final number of rooms at least a day prior to the scheduled function date. This shall be the basis for the contract price.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA NCR PO V shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. The PSA NCR PO V shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. The PSA NCR PO V shall prefer send bill arrangements for payment. Payment shall be made within thirty (30) days after Submission of Billing.
11. Loss/damage of/to the registration kit(s) sustained during the conduct of hauling services shall be charged to the supplier.
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA NCR PO I 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 open to it.
13. The bidders are required to submit the following documentary requirements together with their quotation in a sealed envelope or through electronic mail:
 - a) Mayor's permit
 - b) Philgeps registration number/certificate
 - c) Latest income tax return
 - d) Omnibus Sworn Statement