



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Provincial Statistical Office-Palawan** 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	2023 Provincial Product Accounts Dissemination Forum
Solicitation	2024-11-0829
Place of Delivery	Puerto Princesa City, Palawan
Brief Description	Venue with Meals and Accommodation
Quantity	1 lot
Approved Budget for the Contract (ABC)	P 92,600.00
Date of Delivery	November 25-27, 2024

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 9:00AM on Wednesday, November 13, 2024** at the 2nd Floor, Goldraz Properties Building, Malvar Street, Puerto Princesa City, Palawan.

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
Procurement of Venue with Meals and Accommodation for the conduct of the 2023 Provincial Product Accounts Dissemination Forum Venue: Puerto Princesa City, Palawan Mode of Payment: SEND BILL Date of Delivery: November 25-27, 2024	lot	1				
VENUE						
- One (1) spacious function room that can accommodate at least 80 participants (with Basic Sound, Lights, and Venue Setup)					()	()
- Tables and Tiffany Chairs					()	()
- complimentary use of at least two (2) projectors in the Function Room					()	()
- with at least 4 sets of microphones and sound system in the Function Room					()	()
- preferably with high speed internet connection to support presentation activities and for free use of participants					()	()
- no additional fee for the use of laptops and other gadgets					()	()
- with complimentary tarpaulin					()	()
- Supported by audio-visual sounds and lights equipment					()	()
- Standby generator with guaranteed no power interruption					()	()
INCLUSIONS:						
LED WALL						
MEALS AND SNACKS						
NOVEMBER 26, 2024 (80 pax)					()	()
- Submit Menu					()	()
- free flowing coffee/tea					()	()
- water dispenser with purified drinking water					()	()
Specs for Snacks					()	()
Plated style catering service: complete sets of utensils and silver wares					()	()
Specs for Lunch					()	()
Buffet style catering service (assisted): complete sets of utensils and silver wares					()	()
Soup, 2 main dishes, 1 vegetable dish, 1 Rice, 1 dessert, Juice					()	()
ACCOMMODATION						
(with complimentary breakfast from November 26 to 27, 2024)					()	()



(with dinner from November 25 to 26, 2024)						
- Twin sharing with individual bed (1 room)						
- Single Room (1 room)						
Check In: November 25, 2024						
Check Out: November 27, 2024						
-nothing follows-						
*Allocation is based on OM 2018-40E dated July 06, 2023						
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:

CARLA JANE L. GUIRUELA
Canvasser



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