



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 18BAC00-118

05 November 2018

TO ALL INTERESTED SUPPLIERS

**SUBJECT: Request for Quotation for PR NO 18-01-081 Through Negotiated Procurement –
Lease of Real Property and Venue**

Dear Sir/Madam:

The Bids and Awards Committee (BAC) of the Philippine Statistics Authority (PSA) is inviting interested qualified suppliers to participate in the Negotiated Procurement pursuant to Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 for the project: **Lease of Venue (Including Hotel Accommodation, Food and Conference Facilities) for the 1st Philippine Data Festival** to be held on November 15 and 16, 2018.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

For inquiries, you may e-mail Ms. Daisy Adlawan of our General Services Division at D.Adlawan@psa.gov.ph or you may call the BAC Secretariat at telephone number (02) 374 8281 or (02) 374 8283.

Thank you.

Very truly yours,

ROSALINDA P. BAUTISTA
Director II
OIC-Deputy National Statistician, SSO
BAC Vice-Chairperson



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REQUEST FOR QUOTATION (for PR NO 18-01-081) Negotiated Procurement

The PHILIPPINE STATISTICS AUTHORITY (PSA), with address at 11th Floor, Cyberpod Centris One EDSA cor. Quezon Ave., Diliman, Quezon City through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the project: Hotel Accommodation, Food and Conference Facilities for the Philippine Data Festival, in accordance with Section 53.10 (Lease of Real Property and Venue) of the 2018 Revised IRR of RA No. 9184.

Name of Project:	Hotel Accommodation, Food and Conference Facilities for the Philippine Data Festival (for PR NO 18-01-081)
Approved Budget for the Contract:	Three Million Seven Hundred Seventy Thousand Pesos (Php 3,770,000.00)
Specification:	See attached Annexes "A & B" for the Terms of Reference and Financial Bid.

Interested bidders who are legally, technically and financially capable shall submit their accomplished quotation/proposal duly signed by the owner or his duly authorized representative on or before 5:00 o'clock in the afternoon of 09 November 2018 at the Philippine Statistics Authority 11th Floor, Cyberpod Centris One EDSA cor. Quezon Ave., Diliman, Quezon City.

The opening of the sealed envelope containing the quotation will be evaluated on 09 November 2018 at 5:00 o'clock in the afternoon at FAS Training Room 11th Floor, Cyberpod Centris One EDSA cor. Quezon Ave., Diliman, Quezon City, the presence of the authorized representative are required to attend.

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 of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the approved budget for the contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



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6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.
7. Payment should be SEND BILL.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return (Except for gov't agencies as lessors)
4. Committed Line of Credit (CLC) from a universal or commercial bank

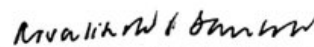
***For Individuals** (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)

PSA assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PSA reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may email at D.Adlawan@psa.gov.ph or you may call the BAC Secretariat at Tel. No. (02) 374 8281 or 374 8283.

Very truly yours,


ROSALINDA P. BAUTISTA
Director II
OIC-Deputy National Statistician, SSO
BAC Vice-Chairperson



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ANNEX "A"

TERMS OF REFERENCE (TOR)
Hotel Accommodation, Food and Conference Facilities
for the Philippine Data Festival.

Rationale

The Philippine Data Festival is scheduled on 15-16 November 2018 and will be conducted within Metro Manila. The PH Data Fest is a two-day event consisting of presentations and open discussions, expositions, games and contests. It will be conducted in connection with the PSA's commitment in generating quality statistics to the stakeholders and in promoting a responsive and relevant statistical system capable of providing and communicating timely, accurate and useful data for the government and the public.

Specifically, the festival will:

- instill appreciation and enhance statistical literacy on official statistics among students;
- enjoin the academe in the advocacy of statistics;
- strengthen partnerships and foster collaboration with other government offices, civil society organizations, and the private sector; and
- promote proper interpretation and use of official statistics among media practitioners.

To maximize attainment of the objectives of the event, an external service provider will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The service provider shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget for the Contract in the amount of Three Million Seven Hundred Seventy Thousand Pesos (PhP3,770,000.00), inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider should be able to provide the accommodation, food, conference facilities and other amenities with the following specifications:

General Requirements

- Event Date: 15-16 November 2018
- Location should be within Metro Manila
- Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges



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Specific Requirements

A. Venue and Conference Facilities

The service provider shall provide venue as well as conference amenities for various activities during the duration of the event. Below are the minimum requirements:

- All conference rooms should have no pillars and event Styling is included with Fiesta as theme
- One (1) Plenary Room/Ballroom
 - Capacity: Minimum 475 persons
 - Set-Up: Round table/theatre style
- Two (2) Break-out session Rooms
 - Capacity: 70 to 100 persons
 - Set-Up: theatre style
 - Preferably adjacent with other function rooms
- One (1) Function Room with capacity of 10 to 20 persons that will serve as secretariat/Waiting Area for presenters
 - Near function rooms
 - Set-up: with working tables and enough space for laptops, printers and event materials
 - Should be available for early ingress at (2:00 PM) on 14 November 2018
- One (1) Foyer for Registration and Exposition/Booths
 - Set-up for Registration Area: Desk and chairs
 - Set-up allowing for adequate space for Panel Boards (40 in x 30 in) and Exhibit Booths (2m x 2m x 2.5 m for each set; 4 sets)
- Conference Facilities, Equipments and Other Services
 - Stage with couch at the Ballroom/Plenary Room
 - Use of lights and Sound System, 4 microphones for the Plenary Room/Ballroom and 2 Break-out session rooms
 - Onsite Technical Support
 - Backdrop and Podium for every room
 - Philippine Flag
 - Two projectors and two screens for the Plenary Room/Ballroom and 2 Break-out session rooms
 - Rented exhibit booths and other equipment should be allowed for ingress, setup and egress at the function rooms and foyer from **14 November 2018 to 16 November 2018**.
 - Parking Slots should be provided with at least **ten (10)** reserved parking slots from **14 November to 16 November 2018**.
 - Free flowing coffee, tea and water
 - Waived Energy Fee



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- Free and strong WiFi connection
- Pads, papers, candies and mints

B. Accommodation

- Rooms for three (3) nights inclusive of buffet breakfast

5 pax	Single Occupancy
100 pax	Twin Sharing, Triple Sharing

- Check-in: 14 November 2018
- Check-out: 17 November 2018

C. Food/Meals

The service provider shall provide the following meal requirements:

- Dinner for 105 pax for Three (3) nights
- AM Snacks, Buffet Lunch and PM Snacks for 475 pax for Two (2) Days (15-16 November 2018)

III. Evaluation Criteria

Bid proposals shall be subjected to the rating factors for lease of venue under "H" – Appendix B of the 2016 Revised IRR of RA 9184, subject to the passing rate of **Seventy Five Percent (75 %)**. Post Qualification shall be conducted by the PSA BAC Members, and Secretariat and PSA Working Group Members of the Philippine Data Festival.

Non-compliance to the technical specifications provided as recorded by the event secretariat in the Factor Value Assessment may be used as basis for the deductions corresponding to the payment required by the supplier to the PSA. (Refer to attached Table of Rating Factors)

IV. Payment Scheme

The payment of the services rendered should be SEND BILL and shall be made upon issuance of the Statement of Account (SOA)/Billing Statement.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

ACKNOWLEDGMENT AND COMPLIANCE WITH TERMS OF REFERENCE FOR LEASE OF VENUE (INCLUDING HOTEL ACCOMMODATION, FOOD AND CONFERENCE FACILITIES) FOR THE PHILIPPINE DATA FESTIVAL

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE
DESIGNATION AND PRINTED NAME OF COMPANY

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ANNEX "B"

**PRICE QUOTATION SHEET
FINANCIAL BID**

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project:
(Inclusive of VAT and bank charges)

In Figures: _____

In Words: _____

****THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND BANK CHARGES.***

Bidder's authorized signature over Printed Name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____