

REQUEST FOR QUOTATION

RFQ # <u>0712-2024-06-045</u> 04 June 2024

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement - Lease of Venue, *Procurement of Lot 1: Venue with Accommodation and Meals for the 2024 Census of Population and Communicty-Based Monitoring System (POPCEN-CBMS) Provincial Level Training on 17 to 22 June 2024.*

Name of Project	Procurement of Lot 1: Venue with Accommodation and Meals for the 2024 Census of Population and Communicty-Based Monitoring System (POPCEN-CBMS) Provincial Level Training on 17 to 22 June 2024
Solicitation (If posted at the PhilGEPS)	0700-2024-06-043
Purchase Request No.	0712-2024-05-030
Location	Tagbilaran City
Brief Description	Procurement of Lot 1: Venue with Accommodation and Meals for the 2024 Census of Population and Communicty-Based Monitoring System (POPCEN-CBMS) Provincial Level Training on 17 to 22 June 2024
Quantity	Please see page 3-4 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	Php 831,600.00
Contract Duration	17-22 June 2024
Date of Delivery	17-22 June 2024

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 10 June 2024, 5:00pm.**

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

For any clarification, you may contact Ms. Maria Eden Macalos (038) 501-0996.



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. Bidder may quote for any or all of the items.
- 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
- 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.

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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)	Specific		ance with hnical ications e check)	
							YE	ES	NO)
1	Venue with Accommodation and Meals for the 2024 Census of Population and Communicty-Based Monitoring System (POPCEN-CBMS) Provincial Level Training on 17 to 22 June 2024	lot	1	831,600.00			()	()
	Class No. 1						()	()
	Live-in: 32 pax/day for 6 days						()	()
	*** with ABC @ P1,900.00/pax per day***						()	()
	Live-out: 10 pax/day for 6 days						()	()
	*** with ABC @ P900.00/pax per day*** Class No. 2						()	()
							()	()
	Live-in: 31 pax/day for 6 days						()	()
	*** with ABC @ P1,900.00/pax per day***						()	()
	Live-out: 11 pax/day for 6 days						()	()
	*** with ABC @ P900.00/pax per day***						()	()
	Venue: within Tagbilaran City						()	()
	For live-in participants						()	()
	**Check in: 16 June 2024, with dinner						()	()
	** Check out: 22 June 2023, with breakfast,									
	lunch, packed dinner, morning and afternoon						()	()
	snacks									
									<u> </u>	
	Food Requirements								<u> </u>	_
	AM and PM Snacks - Native Snacks with drinks						()	()
	Buffet breakfast, lunch and dinner						() (()

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)	Compliand Techni Specifica (please c		Techn Specifica (please o		Techn Specifica (please o		Tech Specific (please		Tech Specific (please		Techi Specific (please		nical catio	ns ck)
							1 [. U	IN	J										
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices) for fish, it should not be cream dory)						()	()										
	4. Serving time of food:						()	()										
	***Breakfast - should be ready by 6:00am						()	()										
	***AM snacks - should be served at 10:00am						()	()										
	***Lunch - should be ready by 12:00nn						()	()										
	***PM snacks - should be served at 3:00pm						()	()										
	***Dinner - should be ready by 6:00pm						()	()										
	Free flowing coffee or tea or milo and purified drinking water in the function room			1			()	()										
	6. Location of the buffet table must be inside the main function room and/or outside of, but near the						()	(_										
	main function room						'	,	`	′										
	7. Attach menu upon submission of the bid form						()	()										
	8. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates						()	()										
	Function Room Requirements:																			
	Sound proof/free from unnecessary noise						1	<u> </u>	1	_										
	2. Function room, spacious and can accommodate 50 pax/room, with physical distancing Usage time: from 6:00AM-8:00PM						()	()										
	No pillars/columns blocking the stage						(``	1	_										
	Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless)						()	()										
	Audible/operational sound system						()	()										
	6. Inclusive of electricity charges for use of laptops,						,	`	,											
	projector and other equipment*						'	,	'	,										
	7. With free strong WIFI connection for virtual communication (Pls. indicate Wifi connection speed upon submission of quotation)						()	()										
	8. Room arrangement-classroom type						1	_	1	7										
	Standby of at least 1 service crew/waiter and						,	<u>,</u>	,											
	technician						()	()										
	10. Provision of Secretariat's table (2 pax)						()	()										
	11. Free tarpaulin/backdrop size: 4ftx7ft						()	()										
	Room Requirements:									\neg										
	Preferably with free wifi access						(_)	()										
	Provision of free bottled water and toiletries and						1	١	1	,										
	towels 3. Spacious, tidy and clean						()	(<u>'</u>										
	4. Room types: **** triple/quadruple occupancy, separate beds						()	()										

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)	Sp	Fech ecific	nce v nical catio	l ns
							YE	:S	S N	
	Other Requirements:									
	Free parking space (2-3 slots)						()	()
	2. Continuous water supply and accessible comfort						1	\	1	`
	rooms						'	,	'	,
	3. Accessible emergency exit and alarm, and						(١	1	١
	standby fire extinguisher or automatic sprinkler						`	,	`	
	4. Availability of trained staff that can address health						(١	(١
	concerns						`	,	`	
	5. Mode of Payment: SEND BILL Arrangement or						(١	1	١
	15-30 working days after full delivery						'	,	'	
	6. Price quotation/s validity: Must be valid for a									
	period of thirty (30) calendar days from the date of						()	()
	submission.									
	TOTAL AMOUNT IN WORDS:									

Other Requirements:

Terms of Payment:	
Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fe creditor's account.	
Payment Details:	
Banking Institution:	
Account Number:	
Account Name:	-
Branch:	_

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorize	zed representativ	re/Signature	
Position:		_	
		_ (Please specify if <i>VAT or NON-VAT</i>)	
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			