

## **REQUEST FOR QUOTATION**

RFQ # <u>0712-2024-09-079</u> 12 September 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, Venue with Accommodation and Food during the 3rd Level Training for the 2024 Functional Literacy, Education, Mass Media Survey (FLEMMS) on 23-27 September 2024.

Name of Project	Venue with Accommodation and Food during the 3rd Level Training for the 2024 Functional Literacy, Education, Mass Media Survey (FLEMMS) on 23-27 September 2024
Solicitation (If posted at the PhilGEPS)	0700-2024-09-100
Purchase Request No.	0712-2024-09-050
Location	Tagbilaran City
Brief Description	Venue with Accommodation and Food during the 3rd Level Training for the 2024 Functional Literacy, Education, Mass Media Survey (FLEMMS) on 23-27 September 2024
Quantity	Please see page 3-4 of the RFQ for the detailed quantity
Approved Budget for the Contract (ABC)	407,500.00
Contract Duration	23-27 September 2024
Date of Delivery	23-27 September 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 <u>17 September 2024, 05:00pm.</u>** 

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.

EMMANUEL B. GALAB SuSS / R07 BAC Member

## **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.

# PHILIPPINE STATISTICS AUTHORITY Region 7 – Central Visayas REQUEST FOR QUOTATION Page 2

- 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.

PHILIPPINE STATISTICS AUTHORITY
Region 7 – Central Visayas
REQUEST FOR QUOTATION
Page 3

# **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)	Compliance v Technical Specification (please chec		Tec Specif		ns :k)
1	Venue with Accommodation and Food during the 3rd Level Training for the 2024 Functional Literacy, Education, Mass Media Survey (FLEMMS) on 23-27 September 2024	lot	1	407,500.00			(	)	(	)	
1.1	Accommodation for 23 SRs (double or triple occupancy**) Check-in date: 22 September 2024 Check-out date: 27 September 2024	pax	23	1,500.00			(	)	(	)	
1.2	Venue with food (AM & PM snacks, buffet breakfast, buffet lunch, and buffet dinner) - Date: 23 to 27 September 2024 - Number of pax: Class 1 - 23 pax Class 2 - 24 pax	pax	47	1,000.00			(	)	(	)	
	Venue: Within Tagbilaran City						(	)	(	)	

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)	Compliance with Technical Specifications (please check)			l ons ck)
							Y	ES	N	0
	Function Room Requirement:									
	Sound proof/free from unnecessary noise						(	)	(	_)
	Two (2) Function rooms spacious and can comfortably accommodate the participants with social distancing						(	)	(	)
	Note: Usage time - 7:00 am to 8:00 pm									
	3. No pillars/columns blocking the stage						(	)	(	)
	4. Free use of sound system, podiums, projectors, projector screens, and microphones (preferably wireless)						(	)	(	)
	5. Audible/operational sound system						(	)	(	
	6. Inclusive of electricity charges for use of laptops,						`		,	
	desktops, projector, and other equipment						(	)	(	)
	7. Should have a strong internet connection (at least 100 mbps redundancy) (Pls. indicate Internet connection speed upon submission of quotation)						(	)	(	)
	Classroom-type room arrangement						(	)	(	)
	One (1) standby service crew/waiter and technician						(	)	(	)
	Food Requirement:									
	Buffet breakfast, lunch and dinner						1	)	1	_
	AM and PM snacks with drinks						7	<u>,</u>	$\overrightarrow{\iota}$	<del></del>
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)						(	)	(	)
	Free flowing coffee, tea, mile and purified drinking water in the function room						(	)	(	)
	5. Provision of candies and/or mixed nuts during the entire function.						(	)	(	)
	6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						(	)	(	)
	7. Serving time of food:						(	_ )	(	)
	****Breakfast - 7:00 AM						(	)	(	)
	****AM snacks - 10:00 AM						(	)	(	)
	****Lunch - 12:00 NN						(	)	(	)_
	****PM snacks - 3:00 PM						(	<u> </u>	Ĺ	<u> </u>
	****Dinner - 6:00 PM						(	)	(	_)
	8. Attach menu upon submission of quotation/bid form						(	)	(	)
	9. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)						(	)	(	)

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)		Compliance w Technical Specification (please chec		nical cations
							Y	S	NO
	Room Requirements:						,	_	( )
	Preferably with free wifi access     Provision of free bottled water, toiletries and								( )
	towels						(	)	( )
	Spacious, tidy and clean						(	)	( )
	4. Room types:						(	<u>,</u>	( )
	***double or triple occupancy, separate beds						(	)	( )
	Other requirements:								
-	Must observe the minimum health protocol.						1	)	( )
	Free parking space (at least 5 slots)						(	<u> </u>	( )
	Free use of amenities and other facilities						(	<u>,</u>	( )
	Proximity to Police and Fire Stations						7	<u> </u>	( )
	5. Proximity to Banks, Postal, and								, ,
	Telecommunications service provider						(	)	( )
	6. Proper waste management system such as								
	regular garbage collection and with Sanitary Permit						(	)	( )
	from appropriate authority								<u> </u>
	7. Continuous water supply and accessible comfort rooms						(	)	( )
	Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler						(	)	( )
	9. Provision of janitorial and maintenance services						(	)	( )
	10. Good ambiance to promote learning						(	)	( )
	11. Adequate security service (24/7)						(	)	( )
	12. Not near casinos/pleasure districts						(	)	( )
	13. Requirements for Emergency in case of fire, earthquake, and present this at the start of event						(	)	( )
	14. Availability of trained staff that can address						<b>,</b>		, ,
	health concerns						(	)	( )
	15. With standby generator						(	)	( )
	16. Must obtain at least 90% of the factor value rating						(	)	( )
	17. Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.						(	)	( )
	18. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of						(	)	( )
	submission.								<del></del>
	Submission of Documentary Requirements:								<del>                                     </del>
	PhilGEPS Certificate						1	١	<i>(</i> )
	2024 Mayor's / Business Permit						1	<u>,</u>	1
	Latest Income Tax Return						1	<u>,</u>	( )
-	TOTAL AMOUNT IN WORDS :	<u> </u>		<u> </u>	1	I.			

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)	Complia Techi Specific (please	nical cations
							YES	NO

Other Requirements:

Terms of Payment:		
Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer fact Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer 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 authoriz	zed representativ	/e/Signature	
Position:		_	
Name of Company			
TIN #:		_ (Please specify if <i>VAT or NON-VAT</i> )	
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			