



**REQUEST FOR QUOTATION**

RFQ # 0700-2023-08-146

30-Aug-23

The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Venue** for the procurement of **Venue with Accommodation and Food (AM & PM snacks, complimentary buffet breakfast, buffet lunch and buffet dinner) during the Redesign Crops Production Survey Second Level Training on 5-8 September 2023.**

<b>Name of Project</b>	Redesign Crops Production Survey Second Level Training
<b>Solicitation</b> (If posted at the PhilGEPS)	Not Applicable
<b>Purchase Request No.</b>	0700-2023-08-070
<b>Location</b>	Within Cebu City
<b>Brief Description</b>	Venue with Accommodation and Food
<b>Quantity</b>	please see page 3 for details
<b>Approved Budget for the Contract (ABC)</b>	PhP 74,150.00
<b>Contract Duration</b>	5-8 September 2023
<b>Date of Delivery</b>	5-8 September 2023

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**

**01 September 2023, 12:00 Noon**

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

For any clarification, you may contact Ms. Erah Mhay Quiñones/ Ms. Marie Cris Lerio/ Ms. Manilyn Lunday / Ms. Mary Clare Coronado at telephone nos. 032)412-6794/254-0470 (telefax).

  
**EDWINA M. CARRIAGA**  
 R07 BAC Chairperson

**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. If the procurement is done by lot, the bidder may quote for any or all items per lot.**
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.

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.

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)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
1	<b>Venue with Accommodation and Food (AM &amp; PM snacks, complimentary buffet breakfast, buffet lunch and buffet dinner) during the Redesign Crops Production Survey Second Level Training on 5-8 September 2023</b>	LOT	1	74,150.00			( )	( )
	<b>Check-in A :</b> Participants from PSA7 Bohol, Negros, and Siquijor ***4 September 2023 - 3 pax (with accommodation and dinner: for participants from PSA7 Provincial Offices) PSA7 Bohol- 1 participant PSA7 Negros- 1 participant PSA7 Siquijor- 1 participant						( )	( )
	<b>Check-in B:</b> Participants from PSA7 Cebu and RSSO ***5 September 2023 - 4 pax (with breakfast, AM Snacks, lunch, PM snacks, and dinner: for participants from PSA7 RSSO, and PSA7 Provincial Offices Cebu) PSA7 RSSO- 3 participants PSA7 Cebu- 1 participant  Note: All meals will be in a buffet set-up and will be served at the training venue. Training will end at 6:00 in the evening						( )	( )
	<b>Training Proper:</b>  <b>Date: 5-8 September 2023</b> <b>Participants from PSA7 RSSO and PSA7 Provincial Offices)</b> ***7 pax (full board: with AM & PM snacks, breakfast, lunch, and dinner for participants from PPSA7 RSSO, and PSA7 Provincial Offices)						( )	( )
	<b>Check-out A: Participants from PSA7 Bohol, Negros, and Siquijor</b> ***9 September 2023- 3 pax (with breakfast: for participants from PSA7 Provincial Offices) PSA7 Bohol- 1 participant PSA7 Negros- 1 participant PSA7 Siquijor- 1 participant						( )	( )
	<b>Check-out B:</b> Participants from PSA7 Cebu and RSSO ***8 September 2023-4 pax (with breakfast, AM Snacks, lunch, PM snacks, and dinner: for participants from PSA7 RSSO, and PSA7 Cebu) PSA7 RSSO- 3 participants PSA7 Cebu- 1 participant						( )	( )

	<b>Venue: Within Cebu City</b>						( )	( )
	<b>Function Room Requirement:</b>							
	1. With available thermal scanner at the venue						( )	( )
	2. Sound proof/free from unnecessary noise						( )	( )
	3. Capacity of the Function room shall accommodate 50 pax with social distancing (please indicate the name of the function room)  <b>Note:</b> <b>- Usage time - 6:00 AM to 8:00 PM</b>						( )	( )
	4. No pillars/columns blocking the stage						( )	( )
	5. Free use of sound system, podiums, one (1) projector, one (1) projector screen and at least two (2) microphones preferably wireless						( )	( )
	6. Audible/operational sound system						( )	( )
	7. Provision of flag						( )	( )
	8. Inclusive of electricity charges for use of laptops, desktops, projector and other equipment						( )	( )
	9. Preferably with strong WIFI connection 100-200 mbps)(Pls. indicate Wifi connection speed upon submission of quotation)						( )	( )
	10. Room arrangement-classroom type						( )	( )
	11. With at least one (1) standby service crew/waiter and technician						( )	( )
	12. Function room can accommodate comfortably the participants with social distancing						( )	( )
	<b>Food Requirements:</b>							
	1. Complimentary buffet breakfast, Buffet/family style lunch and Buffet/family style dinner						( )	( )
	2. AM and PM snacks with drinks						( )	( )
	3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices)  <b>Note:</b> <i>a. Drinks will be served upon request by the participants or</i> <i>b. A juice dispenser will be provided in the training room</i>						( )	( )
	4. Free flowing coffee/ tea/ milo and purified drinking water in the function room						( )	( )
	5. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room						( )	( )
	6. Serving time of food:							
	****Breakfast - 6:30 AM						( )	( )
	****AM snacks - 10:00 AM						( )	( )
	****Lunch - 12:00 NN						( )	( )
	****PM snacks - 3:00 PM						( )	( )
	****Dinner - 6:00 PM						( )	( )
	7. Attach menu upon submission of quotation/bid form					<i>please attach menu upon submission of your quotation</i>	( )	( )
	8. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)						( )	( )
	<b>Room Accommodation Requirements:</b>							
	1. Preferably with free wifi access						( )	( )
	2. Daily provision of free bottled water, coffee, tea and toiletries						( )	( )
	3. Spacious, tidy and clean following the minimum health protocols						( )	( )
	4. Daily room make-up						( )	( )
	5. Daily change of towels						( )	( )
	6. Room types:							
	CrPS Training (5-8 September 2023)						( )	( )
	*** 1 Single Occupancy						( )	( )
	***3 Double occupancy, separate beds						( )	( )
	<b>Other Requirements:</b>							
	1. Must observe the minimum health protocol.						( )	( )
	2. Free use of amenities and other facilities						( )	( )
	3. Continuous water supply and accessible comfort rooms						( )	( )
	4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler						( )	( )
	5. Provision of janitorial and maintenance services						( )	( )
	6. Good ambience to promote learning						( )	( )

7. Adequate security service (24/7)							( )	( )
8. Availability of trained staff that can address health concerns							( )	( )
9. With standby generator							( )	( )
10. Free parking space (at least 5 slots)							( )	( )
11. With standby generator							( )	( )
12. Must obtain at least 90% rating (Table Rating Factor)							( )	( )
13. <b>Mode of Payment:</b> SEND BILL Arrangement within 30 working days after receipt of the billing							( )	( )
14. <b>Price quotation/s validity:</b> Must be valid for a period of thirty (30) calendar days from the date of submission							( )	( )
<b>TOTAL AMOUNT IN WORDS :</b>								

Other Requirements:

**Terms of Payment:**

*Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing/Statement of Account and User Acceptance of the product. Bank Transfer fee shall be charged against the 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.

**Signature over printed name of authorized representative** \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if **VAT or NON-VAT**) \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_