



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION 7 – CENTRAL VISAYAS

REQUEST FOR QUOTATION
RFQ # 0761-RFQ2023-12-103
14 December 2023


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 Food & Accommodation for the Provincial Training on January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (2023 FIES) 2nd Visit on 02 - 06 & 08 - 09 January 2024 (Early Procurement Activity).**

Name of Project	Provincial Training on January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (2023 FIES) 2nd Visitt
Solicitation (If posted at the PhilGEPS)	0700-2023-12-225
Purchase Request No.	PR # 0761-2023-10-063
Location	within Siquijor Province
Brief Description	Venue including Food and Accommodation
Quantity	Please refer to page 3 for the detailed quantity
Approved Budget for the Contract (ABC)	Php 425, 000.00
Contract Duration	02 - 06 & 08 - 09 January 2024
Date of Delivery	02 - 06 & 08 - 09 January 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 20 December 2023, 10:00 AM** through the address **3/F Siquijor Business & Convention Center Siquijor, Poblacion, Siquijor, Siquijor.**

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

For any clarification, you may contact **Ms. Rizalyn Teodora Postrado** at telephone nos. **(035) 542-5239/ (035) 542-5371.**


JILL BERNADETTE C. ABING
SrSS - Siquijor/ 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. **If the procurement is done by lot, the bidder may quote for any or all lots and must quote all the items under a specific 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 (for ABCs above P500K)*
- *Omnibus Sworn Statement (for ABCs above P50K)*

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) per unit	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
							YES	NO
	Provincial Training on January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (FIES) 2nd Visit (Early Procurement Activity)							
1	Category 3: Venue with Food & Accommodation	LOT	1	425,000.00			()	()
1.1	Venue with Food and Accommodation (AM and PM Snacks with Breakfast and Buffet Lunch and Dinner) for the Provincial Training on January 2024 Labor Force Survey (LFS) and 2023 Family Income and Expenditure Survey (2023 FIES) 2nd Visit on 02 - 06 & 08 - 09 January 2024.	pax	238	425,000.00			()	()
	Number of pax: 34 pax/day for 7 days						()	()
	Venue: within Siquijor Province						()	()
	1st Week (02 - 06 January 2023)	pax	170	1,900.00				
	Check in: 02 January 2024						()	()
	Check out: 06 January 2024						()	()
	2nd Week (08 - 09 January 2023)	pax	68	1,500.00				
	Check in: 08 January 2024						()	()
	Check out: 09 January 2024						()	()
	Function Room Requirements:							
	1. Free with unnecessary noise						()	()
	2. Function room - spacious and can accommodate 35 participants with social distancing ***Usage - 7:00 AM to 7:00PM						()	()

	3. No pillars/columns blocking the stage						()	()
	4. Free use of sound system, projectors, projector screens and other equipment						()	()
	5. Audible/operational sound system						()	()
	6. Inclusive of electricity charges for use of laptops, desktops, projector and other equipment						()	()
	7. Preferably with strong WIFI connection (Please indicate Wifi connection speed upon submission of quotation)						()	()
	8. Room arrangement-classroom type						()	()
	9. One (1) standby service crew/waiter/technician						()	()
	Food Requirements:							
	1. Breakfast						()	()
	2. Buffet Lunch and Dinner						()	()
	3. AM and PM snacks (preferably native snacks and healthy drinks)						()	()
	4. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juice)						()	()
	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 - should be served by 6:30 AM						()	()
	***AM Snacks - should be served at 10:00 AM						()	()
	***Lunch - should be served at 12:00 NN						()	()
	***PM Snacks - should be served at 3:00 PM						()	()
	***Dinner - should be served by 6:00 PM						()	()
	7. Provision of free flowing coffee, tea or milo and mixed nuts during the entire duration.						()	()
	8. Provision of purified drinking water near the function room during the entire duration.						()	()
	Room Requirements:							
	1. With free Wi-fi access						()	()
	2. Provision of free drinking water, toiletries and towels						()	()
	3. Spacious, tidy and clean						()	()
	4. Accommodation: ***can accommodate and occupy 34 persons - with separate rooms for male and female participants						()	()
	5. Rooms must be airconditioned and well lighted						()	()
	Other Requirements:							
	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. Good ambience to promote learning						()	()
	6. With standby generator						()	()
	Other Requirements:							
	1. Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.						()	()
	2. 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:

<p>Terms of Payment:</p> <p><i>Payment shall be made either through check or Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) working 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.</i></p> <p><u>Payment Details:</u></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name: _____</p> <p>Branch: _____</p>
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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 _____

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

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No. _____

Date: _____