



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: December 22, 2021
RFQ No.: PSA-NCR-RO-21-177

| | |
|----------------------------|--|
| Name of Company: | |
| Address: | |
| TIN: | |
| PhilGEPS Registration No.: | |

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Hotel Accommodations for the Training of Family Income and Expenditure Survey (FIES) 2nd Visit- Batch 2 of PSA NCR PO II** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


| LOT NO. | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|-----------------------------|--|
| 1 | Hotel Accommodations | Php1,214,400.00 |

Please quote your **best offer** in lot described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **27 December 2021 at 10:00 AM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

| DOCUMENT | REMARKS |
|--|--|
| Copy of 2021 Mayor's or Business Permit | In case not yet available, you may submit your expired 2020 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2021 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment . |
| Notarized Omnibus Sworn Statement | If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement , subject to compliance therewith after award of contract but before payment . |

For any clarification, you may contact us at telephone no. **937-7738** or email address at psa.ncr.robac@gmail.com


ANJINESTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



Address: 9/F EDSA Grand Residences, 75 Corregidor St. Cor. EDSA, Quezon City 1105
Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042
URL: <http://rssoncr.psa.gov.ph>
Email: psa.ncr.rssso@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| Lot 1: Hotel Accommodations | | | | |
|--|------|-----|--|----|
| Technical Specifications | Unit | Qty | Compliance with Technical Specification (please check) | |
| | | | YES | NO |
| <p>PROCUREMENT OF VENUE, ROOM AND MEAL ACCOMMODATIONS FOR THE TRAINING OF FAMILY INCOME AND EXPENDITURE SURVEY (FIES) 2ND VISIT - BATCH 2</p> <p>Training/Seminar Package: Room accommodations for overnight stay: Check In - January 3; Check Out – January 8 Twin Deluxe Room - January 3-7 for 8 pax Triple Standard Room - December 3-7 for 81 pax</p> <p>Meals provision: With flowing coffee / tea and candies; Tables w/ covered seats; Plated Breakfast on January 4-8, 2022 for 88 pax Plated Dinner on January 3-7, 2022 for 88 pax AM & PM Snacks & Plated Lunch on January 3-8, 2022 for 88 pax</p> <p>Function Room & Venue: Can accommodate 88 pax from January 3-8, 2022; With free use of LCD screen & good sound system w/ minimum of 3 microphones (preferably - wireless microphones); 8-hour use of venue; With hi-speed internet/wifi connection; With complimentary parking slots Able to rent LCD Projectors & Laptop</p> <p>Date: January 3-8, 2022 Preferably in Quezon City</p> | lot | 1 | | |

FINANCIAL OFFER

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.

| LOT 1: Hotel Accommodations | | | |
|---|----------------------|---------------------------|--|
| ABC | QUANTITY (A1) | OFFERED PRICE (B1) | TOTAL OFFERED QUOTATION FOR LOT 1 (A1) x (B1) |
| One Million Two Hundred Fourteen Thousand Four Hundred Pesos (Php1,214,400.00) | 1 lot | <hr/> | In Words: <hr/> <hr/> <hr/> <hr/> In Figures: <hr/> |

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

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.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or the highest-rated and responsive offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PSA-NCR PO IV shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR PO IV shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be made after delivery and upon the submission of the required supporting Documents.
11. 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-NCR PO IV 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 open to it.