



**REQUEST FOR QUOTATION**

RFQ #0761-RFQ2023-11-087

09 November 2023

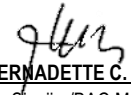
The Philippine Statistics Authority-Region 7 (PSA-R07) through its Bids and Awards Committee (BAC) will undertake Alternative Mode of Procurement, **Lease of Venue** for the **Procurement of Venue including Food (AM Snacks and Buffet Lunch) for the Siquijor Provincial Product Accounts - Data Dissemination Forum on 30 November 2023.**

|   |   |
|---|---|
| <b>Name of Project</b>                          | Siquijor Provincial Product Accounts - Data Dissemination Forum |
| <b>Solicitation (If posted at the PhilGEPS)</b> | 0700-2023-11-198  |
| <b>Purchase Request No.</b>                     | PR #0761-2023-10-067  |
| <b>Location</b>                                 | within Siquijor Province  |
| <b>Brief Description</b>                        | Venue including Food (AM Snacks and Buffet Lunch)               |
| <b>Quantity</b>                                 | 50 pax  |
| <b>Approved Budget for the Contract (ABC)</b>   | <b>Php 55,000.00</b>  |
| <b>Contract Duration</b>                        | 30 November 2023  |
| <b>Date of Delivery</b>                         | 30 November 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 15 November 2023, 10:00AM** through the address **Siquijor Business & Convention Center 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)542-5239/5371.**

  
**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.

**PHILIPPINE STATISTICS AUTHORITY**

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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 (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  |
|          | <b>Siquijor Provincial Product Accounts - Data Dissemination Forum</b>  |      |      |   |   |                              | ( )   | ( ) |
| <b>2</b> | <b>Category 2: Venue with Food</b>  |      |      | <b>55,000.00</b>                                |   |                              |   |     |
| 2.1      | <b>Venue including Food (AM Snacks and Buffet Lunch) for the Siquijor Provincial Product Accounts - Data Dissemination Forum on 30 November 2023.</b> | pax  | 50   | 1,100.00  |   |                              | ( )   | ( ) |
|          | ***ABC of Php 1,100.00/pax***   |      |      |   |   |                              | ( )   | ( ) |
|          | Number of pax: <b>50 pax</b>  |      |      |   |   |                              | ( )   | ( ) |
|          | Venue: within Siquijor Province   |      |      |   |   |                              |   |     |
|          | <b>Function Room Requirements:</b>  |      |      |   |   |                              |   |     |
|          | 1. Function room which can accommodate approximately 50 pax.  |      |      |   |   |                              | ( )   | ( ) |
|          | 2. No pillars/columns blocking the stage  |      |      |   |   |                              | ( )   | ( ) |
|          | 3. Use of function from <b>7:00AM - 2:00PM</b>  |      |      |   |   |                              | ( )   | ( ) |
|          | 4. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless)                            |      |      |   |   |                              | ( )   | ( ) |
|          | 5. Audible/operational sound system   |      |      |   |   |                              | ( )   | ( ) |
|          | 6. Inclusive of electricity charges for use of laptops, projector and other equipment.  |      |      |   |   |                              | ( )   | ( ) |
|          | 7. Preferably with strong WIFI connection (at least 100 mbps)   |      |      |   |   |                              | ( )   | ( ) |
|          | 8. Room arrangement - classroom type  |      |      |   |   |                              | ( )   | ( ) |

|  |  |  |  |  |  |     |     |
|--|--|--|--|--|--|-----|-----|
| 9. Standby service crew/waiter and technician  |  |  |  |  |  | ( ) | ( ) |
| 10. Provision of Secretariat's table   |  |  |  |  |  | ( ) | ( ) |
|  |  |  |  |  |  |     |     |
| <b>Food Requirements:</b>  |  |  |  |  |  |     |     |
| <b>1. Buffet Lunch</b>   |  |  |  |  |  | ( ) | ( ) |
| <b>2. AM Snacks (preferably with fresh fruit juice)</b>  |  |  |  |  |  | ( ) | ( ) |
| <b>3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert &amp; healthy drinks (preferably fresh fruit juices).</b>   |  |  |  |  |  | ( ) | ( ) |
| 4. Serving time of food:   |  |  |  |  |  | ( ) | ( ) |
| ****AM snacks - should be served by 10:00 AM   |  |  |  |  |  | ( ) | ( ) |
| ****Lunch - should be served by 12:00 Noon   |  |  |  |  |  | ( ) | ( ) |
| 5. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room.  |  |  |  |  |  | ( ) | ( ) |
| 6. Free flowing coffee or tea or milo and purified drinking water in the function room.  |  |  |  |  |  | ( ) | ( ) |
| 7. No use of plastic for the utensils (spoon & fork, drinking straw, cups and plates)  |  |  |  |  |  | ( ) | ( ) |
| 8. Attached Menu upon submission of quotation/bid form   |  |  |  |  |  | ( ) | ( ) |
|  |  |  |  |  |  |     |     |
| <b>Other requirements:</b>   |  |  |  |  |  |     |     |
| 1. Free use of parking space   |  |  |  |  |  | ( ) | ( ) |
| 2. Free use of amenities and other facilities.   |  |  |  |  |  | ( ) | ( ) |
| 3. Availability of trained staff that can address emergency and health concerns.   |  |  |  |  |  | ( ) | ( ) |
| 4. With standby generator.   |  |  |  |  |  | ( ) | ( ) |
|  |  |  |  |  |  |     |     |
| Note: Place of Delivery<br><br><b>JOSELITO C. MAGHANOY</b><br>Supervising Statistical Specialist/OIC<br>Philippine Statistics Authority<br>Siquijor Provincial Statistical Office<br>Poblacion, Siquijor, Siquijor |  |  |  |  |  | ( ) | ( ) |
|  |  |  |  |  |  |     |     |
| <b>Other Requirements:</b>   |  |  |  |  |  |     |     |
| <b>Mode of Payment: SEND BILL Arrangement or 15 - 30 working days after full delivery.</b>   |  |  |  |  |  | ( ) | ( ) |
| <b>Price quotation's validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>  |  |  |  |  |  | ( ) | ( ) |
|  |  |  |  |  |  |     |     |
| <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) 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.***

**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 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: \_\_\_\_\_