



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: February 28, 2023
RFQ No.: PSA-NCR-RO-23-14

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Venue and Meals during the Orientation on Mandatory Reporting of Fraud-related Incidents, Violations of R.A. No. 11055 (PhilSys Act)**, in accordance with Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Venue and Meals during the Orientation on Mandatory Reporting of Fraud-related Incidents, Violations of R.A. No. 11055 (PhilSys Act)	Php138,000.00

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 **6 March 2023 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 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
PhilGEPS Registration Number	
Income/Business Tax Return	

For any clarification, you may contact us at telephone no. **8362-6047** or email address at a.jumaquio@psa.gov.ph


ANJINETTE R. JUMAQUIO
ROBAC Secretariat

for: 
ELMOR G. BARROQUILLO
ROBAC Chairperson



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:

TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Technical specifications with asterisks () are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.]*

Technical Specifications:	Statement of Compliance
<p>I. Activity: Orientation on Mandatory Reporting of Fraud-related Incidents, Violations of RA No. 11055 (PhilSys Act)</p> <p>II. Date of Activity: 14-15 March 2023</p> <p>III. Number of Pax : 92 (47 pax - 14 March 2023/ 45 pax - 15 March 2023)</p> <p>IV. Approved Budget for Contract: Php 138,000.00</p> <p>V. Meal inclusions:</p> <p>Breakfast, Lunch, and PM Snacks</p> <p>a. Breakfast inclusive of steamed rice, main course with at least two (2) viands, fresh fruit/s, soup, and bottled water (at least 500 ml);</p> <p>b. Lunch inclusive of steamed rice, main course with at least three (3) viands, salad and soup, fruits or dessert, and bottled water (at least 500 ml);</p> <p>Viand choices: 1 viand of chicken/ pork/ beef entrée 1 viand of seafood/ fish entrée (no Cream Dory Fish)1 viand of vegetables</p>	

- c. PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread, fresh fruit juice, and bottled water (at least 500 ml);
- d. With the provision of flowing coffee and tea, candies/ mints and nuts, and biscuits during the training duration.

VI Venue Inclusions:

- a. One (1) function room that can accommodate all the trainees/ trainers (far enough for social distancing), classroom type
- b. Good lights and sound system
- c. With audio-visual equipment

VII. Other Inclusions for free:

- 6 microphones
- widescreen
- Internet access
- projector
- notebook (preferably cattleya refill), envelope, and ballpen (90 sets)
- extension cords
- complimentary parking slots for the participants

VIII. Other specifications:

- a. Managed buffet for breakfast, lunch, and PM snacks of adult serving size for the whole duration of the activity.
- b. With the inclusion of utensils such as flatware, glasses, and china wares;
- c. Provision of enough qualified, trained, courteous, and capable servers who shall assist in the distribution of food and who will address the requests/ concerns of the participants.

IX. Additional requirements:

- a. Supplier must submit a menu proposal which will be evaluated by the end user. Menu proposals should include sets of food for each day for the choices of the end-user.
- b. Menu and serving sizes must be agreed upon by the

<p>end user's representative(s) before a contract is awarded.</p> <ul style="list-style-type: none"> c. The provider shall assign a point person to coordinate with the end-user to determine whether the meals to be served have passed the standards. d. The provider shall submit a copy of their Business Permit, PhilGEPS Registration, Mayor's Permit, Omnibus Sworn Statement, Income Tax Return (ITR) and all other government permit to PSA as to PSA's requirements. e. The end-user shall have the right to visit/ inspect the business site of the provider to check sanitation and food handling. f. Special meal considerations on the dietary requirements of participants who either do not eat pork or vegetable and the like. g. Provider must be within a seven (7) kilometer radius of the end-user premises in Monumento, Caloocan City. 	
--	--

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

FINANCIAL OFFER

Please quote your best offer for the item(s) below. Price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

Name/Address of Venue and Accommodation Offer	Price Offer	Total Bid Price

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

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 quotation which complies with the 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.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR 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. The PSA-NCR shall have the right to inspect office space to confirm their conformity to the technical specifications.
11. Payment will be made after receipt claim/invoice from the supplier.
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA NCR 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.
13. PSA NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A 918, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es