



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: November 23, 2023
RFQ No.: PSA-NCR-RO-23-157

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **VENUE, HOTEL ACCOMMODATION, AND MEALS FOR THE CONDUCT OF 2024 PROVINCIAL PLANNING WORKSHOP AND GENERAL ASSEMBLY OF PSA NCR PSO II**, 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.

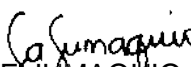
LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	VENUE, HOTEL ACCOMMODATION, AND MEALS FOR THE CONDUCT OF 2024 PROVINCIAL PLANNING WORKSHOP AND GENERAL ASSEMBLY OF PSA NCR PSO II	Php392,400.00

Please quote your **best offer** in **lot/lots** 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 **29 November 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 2023 Mayor's or Business Permit	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 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. **8937-7738** or email address at a.jumaquio@psa.gov.ph


ANJINETTE JUMAQUIO-ALONDAY
ROBAC Secretariat


BAMBIE A. VILLARUEL
ROBAC Chairpe



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Tel No. (632) 8937-7738, (632) 8936-7292, (632) 8362-6042
URL: <http://rssoncr.psa.gov.ph>
Email: psa.ncr.rso@gmail.com

INSTRUCTIONS TO BIDDERS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of form(s) from this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. If the prospective supplier/service provider opts to submit a quotation with a format different from the forms accompanying this RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms, Conditions, and Billing Arrangement below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Bidder is instructed to use the Financial Bid Form below for his offered price quotation
5. Quotations may be submitted through electronic mail at a.jumaquio@psa.gov.ph
6. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

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>A. Live-in accommodation for 3 days and 2 nights:</p> <p>Check-in: December 05 , 2023 Check-out: December 07 , 2023 Number of pax: 132 (44 pax per day, 3 days)</p> <p>Room Accommodation for Live-in participants 1 Single Room 22 Twin Sharing Room</p> <p>With complimentary water, coffee, and tea to be replenished daily</p> <p>With complete toiletries (shampoo, conditioner, bath soap, tissue, towels, tooth brush, tooth paste, etc.)</p> <p>Daily room cleanup or as requested by the guest/s</p> <p>Free use of Wi-Fi Free access to all hotel recreational facilities</p> <p>Meals Provision for Live-in Accommodation Buffet Breakfast - Dec 06 to Dec 07 Manage Buffet Lunch - Dec 05 to Dec 07 Buffet Dinner - December 05 to 06 Plated AM & PM Snack - Dec 05 to Dec 07</p> <p>B. Live-out accommodation for 2 days: Dec 06 to Dec 07 (Additional): Number of pax: 54 (27 pax per day, 2 days)</p> <p>Meals Provision for Live-out Accommodation: Plated AM & PM Snack - Dec 06 to Dec 07 Manage Buffet Lunch - Dec 06 to Dec 07</p> <p>Special Concessions for Function Room: One (1) big function room that can accommodate at least 80 persons</p>	

<p>Use of function room daily from 7:00am - 7:00pm from Dec 05 to Dec 07</p> <p>At least two (2) sets of LCD projector and white screen</p> <p>Whiteboard w/ marker and eraser</p> <p>Podium, paper & pencil, Philippine flag and extra standee/flag pole for PSA Flag</p> <p>Sound system w/ 3 wireless microphones</p> <p>Free use of Wi-Fi within the venue (at least 50 mbps/room)</p> <p>Standby attendant in the function room</p> <p>Special Concessions for Food:</p> <p>The supplier/service provider must submit the menu selection to PSA NCR PSO II along with its proposal. Food choices/menu should be mindful with Muslims and participants with allergies to selected dishes.</p> <p>The supplier/service provider has to provide at least 10% buffer on meals per day for PSA guests and drivers that will visit during the event.</p> <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Complimentary parking slots for the participants and guest/s. 2. Location: Within Quezon City <p>Instructions to Bidders:</p> <p>see attached Instruction to Bidders</p> <p>Terms, Conditions, and Billing Arrangement:</p> <p>see attached Terms, Conditions, and Billing Arrangement for contract implementation</p>	
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Note: The Procuring Entity will use the *TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY* to evaluate the venue and must obtain a 90% passing rate.

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

Name of Company/Bidder

Signature over Printed Name

Date

FINANCIAL BID FORM

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

A. Cost Distribution Schedule

**VENUE, HOTEL ACCOMMODATION, AND MEALS FOR THE CONDUCT OF 2024
PROVINCIAL PLANNING WORKSHOP AND GENERAL ASSEMBLY OF PSA NCR PSO II**

Approved budget for the contract: Php1,450,400.00

Type of Accommodation (a)	No. of days (b)	Number of pax (c)	Rate per pax per day (PhP) (d)	Bid Amount (PhP) (b x c x d)
Live in (Approved budget ceiling: PhP2,400.00/pax/day)				
5 to 7 December 2023, 3 days and 2 nights	3	44		
Live out (Approved budget ceiling: PhP1,400.00/pax/day)				
5 to 6 December 2023	2	27		

B. Contract Price

(Live in + Live out)

Amount in words: _____

Amount in figures: _____

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account. Please provide payment details below:

Payment Details

Banking Institution:

Account Number:

Account Name :

Branch:

TERMS, CONDITIONS, AND BILLING ARRANGEMENT

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (45) calendar days from the deadline of submission of quotation.
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. Quotation that exceeds the approved budget ceiling per pax per day for live-in and or live-out participants shall also be rejected.
5. The number of pax for live-in participants plus the maximum number of pax for live-out participants are used to determine the Approve Budget for the Contract and does not necessarily mean the contract price for this procurement.
6. The PSA shall pay to the service provider the amount based on the offered quotation for the live in participants and the guaranteed minimum number of live-out participants stated in the Financial Bid Form as the Minimum Contract Price.
7. The PSA shall likewise pay the service provider the actual number of additional live-out participants per day based on the submitted/offered rate. The number of additional participants shall be communicated by the PSA to the service provider on a daily basis. Notification is to be made one (1) day before their participation in the training. The total number of guaranteed participants both for live-in and live-out and the additional live out participants in no case will exceed the maximum number of pax stated in the RFQ. Additionally, the maximum amount to be paid by the PSA to the service provider in no case will exceed the Maximum Contract Price stated in the Financial Bid Form.
8. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier.
9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
10. The item/s shall be delivered according to the accepted offer of the bidder.
11. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or bidder's duly authorized representative/s.
12. The PSA-NCR shall have the right to inspect the venue to confirm their conformity to the technical specifications. The venue must obtain a rating of at least 90% in the table of rating factors to be made by the member of the ROBAC, TWG, and end user.

13. 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.

15. 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.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es