



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
NATIONAL CAPITAL REGION

**REQUEST FOR QUOTATION**

**Date:** November 23, 2023  
**RFQ No.:** PSA-NCR-RO-23-158

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Venue and Hotel Accommodation for the 2024 Provincial Office Planning Workshop of PSA NCR PSO V**, 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	<b>Venue and Hotel Accommodation for the 2024 Provincial Office Planning Workshop of PSA NCR PSO V</b>	Php477,900.00

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
<b>Copy of 2023 Mayor's or Business Permit</b>	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 <b>after award of contract but before payment</b> .
<b>PhilGEPS Registration Number</b>	
<b>Income/Business Tax Return</b>	

For any clarification, you may contact us at telephone no. **8937-7738** or email address at [a.jumaquio@psa.gov.ph](mailto:a.jumaquio@psa.gov.ph)

  
ANJINETTE JUMAQUIO-ALONDAY  
ROBAC Secretariat

  
BAMBIE A. VILLARUEL  
ROBAC Chairpe



## 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.jumaguio@psa.gov.ph](mailto:a.jumaguio@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.]*

<b>Technical Specifications:</b>	<b>Statement of Compliance</b>
<p>Venue and Hotel Accommodation for the 2024 Provincial Office Planning Workshop</p> <p>Date: December 5 - 7, 2023</p> <p>Number of Pax: 59, Live-in 3 days 2 nights</p> <p><i>Inclusion:</i></p> <p>30 Twin sharing rooms</p> <p>Manage buffet breakfast (Dec. 6 - 7)</p> <p>Manage buffet lunch (Dec. 5 - 7)</p> <p>AM and PM Snack (Dec. 5 - 7)</p> <p>Manage Buffet Dinner (Dec. 5 - 6)</p> <p>Free flowing coffee/tea, provision of water and mint/candies throughout the function.</p> <p>Special Concessions:</p> <p>Use of Function Room (8:00am - 7:00pm for Dec. 5 , 8:00am - 5:00pm for Dec. 7)</p> <p>Use of Function Room (8:00am - 10:00pm for Dec.6)</p> <p>Wi-fi connection of at least 15 Mbps download and upload speed:</p> <p>Speed test using speedtest.net will be conducted as part of post qualification to qualified bidder</p> <p>Complimentary use of conference facilities such as: CD Projector with white screen (at least 2 projectors)</p> <p>Complimentary use of electricity at function room during the event.</p> <p>White board with marker and eraser</p> <p>Podium, paper and pencil, registration table with telephone</p> <p>Sound system with 3 microphones</p> <p>Stand by attendant in the function room</p> <p>With complimentary use of hotel amenities (ex. Swimming pool, Gym etc.)</p> <p>Complimentary parking slots for the participants and guest</p> <p>Free newspaper (upon request)</p> <p>24/7 Security</p> <p>Location: within Pasay City and nearby City.</p>	

**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 and Hotel Accommodation for the 2024 Provincial Office Planning Workshop of PSA NCR PSO V**

Approved budget for the contract: Php477,900.00

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	59		

## B. Contract Price

(Live in)

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