



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: November 28, 2023
RFQ No.: PSA-NCR-RO-23-160

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 Conduct of 2024 January Labor Force Survey and 2023 Family Income and Expenditure Survey (Visit 2) 3rd Level Training of PSA NCR PSO IV**, 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 Hotel Accommodation for the Conduct of 2024 January Labor Force Survey and 2023 Family Income and Expenditure Survey (Visit 2) 3rd Level Training of PSA NCR PSO IV	Php2,552,400.00

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 **4 December 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 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.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>Venue and Meals for the Conduct of 2023 Family Income and Expenditure Survey (FIES) _ Visit 2 Third Level Training of NCR PSO IV</p> <p>Location: preferably in the area of Caloocan, Malabon, Navotas, Valenzuela, Manila & Quezon City but within around ten (10) kms radius from NCR PO IV office</p> <p>Duration: 18 to 23 and 27 December 2023 (7 days)</p> <p>Live-in accommodation: Number of participants - 12 x 6 days live-in Number of participants - 12 x 1 day live-out 6 Twin Sharing room</p> <p>Inclusion: Manage buffet: Breakfast, Lunch & Dinner Plated: PM Snack Live-out:</p> <p>Number of participants - 285 x 7 days Inclusion: Manage buffet: Breakfast & Lunch Plated: PM Snack</p> <p>Enough function rooms that can accommodate a total of 297 persons preferably with a capacity of 35 to 45 participants in a classroom type setup</p> <p>Use of function rooms daily from 6:00am - 7:00pm LCD projector w/ white screen per room Whiteboard w/ marker and eraser per room Podium, paper & pencil, flag, per room Sound system w/ 3 microphone per room Free use of Wi-Fi within the venue Standby attendant in the function room</p> <p>The supplier/service provider has to submit menu selection to PSA</p>	

NCR PSO IV along with its proposal. Food choices/menu should be mindful with muslim and participants with allergy to selected dishes.

Other requirements:

Complimentary parking slots at least four (4) for the participants and guests.

The supplier must provide three (3) room for secretariat enough for three (3) occupants per room free of charge.

Additional Technical Specifications:

I. Activity : 2023 Family Income and Expenditure Survey (FIES)

Visit 2 Third Level Training

II. Date of Activity : 18 - 23 & 27 December 2023

III. Pax : 72 (Live-in)

12 participants for 6 days

Check-in date: December 18, 2023

Check-out date: December 23, 2023

: 2,007 (Live-out)

285 participants for 6 days

(December 18-23, 2023)

297 participants for 1 day

(December 27, 2023)

IV. Meal inclusions:

Breakfast, Lunch, and PM Snacks

a. Breakfast:

Choice of Egg

1 Main Dish

Choice of Pasta/ Noodles or Congee

Fruits

Brewed Coffee

Garlic Rice

b. Lunch:

Soup

2 Main Courses (Choice of Beef/ Chicken/ Pork)

Fish or any seafoods

Vegetables

Rice

<p style="text-align: center;">Dessert or fruits</p> <p>c. PM Snacks: Choice of Pasta/ Sandwiches/ Local Snacks and Juice</p> <p>d. Dinner (live in participants): Soup 2 Main Courses (Choice of Beef/ Chicken/ Pork) Fish or any seafoods Vegetables Rice Dessert or fruits</p> <p>e. With the provision of candies/ mints/ finger foods and flowing coffee during the training duration;</p> <p>VI Venue Inclusions:</p> <p>a. Enough function rooms that can accommodate a total of 297 persons for the entire duration of the training preferably with a capacity of 35 to 45 persons in a classroom-type setting;</p> <p>b. Good lights and sound system;</p> <p>c. With audio-visual equipment</p> <p>VII. Other Inclusions for free:</p> <ul style="list-style-type: none"> - microphones - widescreen - Internet access - projector - whiteboard and marker - extension cords - paper and pencil <p>VIII. Other Specifications:</p> <p>a. Managed buffet for breakfast & lunch, and plated PM snacks of adult serving size for the whole duration of the activity;</p> <p>b. Managed buffet for dinner of live-in participants of adult serving size for the whole duration of the activity;</p>	
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- c. With the provision of appropriate utensils;
- d. 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;
- e. Room inclusion for check-in participants: Four standard rooms (triple sharing)

IX. Additional requirements:

- a. The 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 end user's representative(s) before a contract is awarded;
- c. Special meal considerations on the dietary requirements of participants who either do not eat pork or vegetables and the like;
- d. The Provider may be requested for food tasting to determine whether the meals to be served have passed the standards;
- e. The provider shall assign a point person to coordinate with the end user;
- f. The provider shall guarantee that proper sanitation shall be observed at all times, especially in the handling of food and cleanliness in the surrounding areas of the training venue;
- g. 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 permits to PSA as to PSA's requirements;
- h. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations, relative to the payment of the procurement contract;

<p>i. The provider must be located preferably in the area of Caloocan, Malabon, Navotas, Valenzuela, Manila & Quezon City but within around ten (10) kms radius of NCR PO IV office;</p> <p>j. Use of function rooms daily from 6:00 am - 7:00 pm.</p> <p>K. Other Conditions:</p> <p>a.The supplier must provide three (3) rooms for the secretariat enough for three (3) occupants per room free of charge;</p> <p>b.Complimentary parking slots at least four (4) for the participants and guests.</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 and Hotel Accommodation for the Conduct of 2024 January Labor Force Survey and 2023 Family Income and Expenditure Survey (Visit 2) 3rd Level Training of PSA NCR PSO IV				
Approved budget for the contract: Php2,552,400.00				
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: PhP2,000.00/pax/day)				
18 to 23, December 2023, 6 days and 5 nights	7	12		
Live out (Approved budget ceiling: PhP1,200.00/pax/day)				
Guaranteed participants 18 to 23,27 December 2023	7	285		
Guaranteed participants 27 December 2023	1	12		

B. Contract Price

(Live in + Live out Guaranteed)

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