



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

**REQUEST FOR QUOTATION**  
(Reposting)

Date: 25 August 2020

Name of Company:	
Address:	
School/Establishment:	
Address:	

The Philippine Statistics Authority, National Capital Region Provincial Statistical Office I (PSA-NCR PO I), intends to Lease of Venue for the 2020 Census of Population and Housing (2020 CPH) 4th Level Training within the City of Manila on 01- 25 September 2020.

The lease of venue will be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative not later than 31 August 2020 (Monday), 10:00 AM, subject to the Terms and Conditions provided at the last page of this RFQ. A copy of your Philgeps registration, 2020 Mayor's/Business Permit and latest Income/Business Tax Return are required to be submitted along with your accomplished quotation.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact us at Tel No (632) 781-7102, (632) 781-7196 or email us at [psa.ncr.crasd@gmail.com](mailto:psa.ncr.crasd@gmail.com).

**MR. ELMOR G. BARROQUILLO**

ROBAC Chairperson  
Philippine Statistics Authority  
National Capital Region  
9/F EDSA Grand Residences, 75 Corregidor St., Corner EDSA  
Bago Bantay, Quezon City

*Note: Price quoted shall include VAT.*

Approved:

**ELMOR G. BARROQUILLO**  
ROBAC Chairperson



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
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### INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (\*) 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:	Yes	No	Remarks
I. Availability*			
15 classroom size venue for 20 days training from 01 to 25 September 2020			
II. Location			
A. Within City of Manila* B. With access to main roads and national highways			
III. Neighborhood data			
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority B. Proximity to Police and Fire Stations C. Proximity to Banks, Postal, and Telecommunications service provider			
IV. Venue			
A. Structural Condition The foundation is made of concrete and structural steel materials or combination of both.			
B. Training Room Requirement i. Classroom setup with minimum of 20 persons seating capacity with at least 1.5 meters seat distance in conformity to IATF physical distancing requirements* ii. well ventilated with electric fan or air-conditioning system iii. with chalk/blackboard or whiteboard for writing iv. no center pillars, if there is pillar, it must not obstruct participants' view of discussant/stage/projector screen(s)			
C. Facilities: 1. Continuous water supply and accessible comfort Rooms* 2. Compliance with the standards provided in the National Building Code of the Philippines*			
D. Other Requirements i. daily disinfection for COVID-19 on all classrooms and comfort rooms*			

ii. provision of COVID-19 disinfection at entrance/exit point of the venue* iii. provision of janitorial/cleaning services iv. free use of parking space for PSA staff's service vehicle/motorcycle v. adequate security service			
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### FINANCIAL OFFER

Please quote your best offer for the item(s) below. 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.  
(See Terms and Conditions)

<b>Lease of Venue for the 2020 Census of Population and Housing (2020 CPH) 4<sup>th</sup> Level Training</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC): Nine Hundred Thousand Pesos (PhP900,000.00)</b>
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*Offered Quotation:*

Lease of Training Venue	<b>A</b> Please fill in your Offered rate (PhP) per room	<b>B</b> Maximum number of rooms	<b>C</b> Maximum number of days	<b>D</b> <b>A x B x C</b>
Classroom size venue with minimum of 20 persons seating capacity with at least 1.5 meters seat distance		<b>15</b>	<b>20</b>	
<b>Total Offered Quotation:</b>				

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.
7. The PSA NCR PO I shall confirm the final number of rooms at least a day prior to the scheduled function date. This shall be the basis for the contract price.

Training Date(s)	Minimum Number of Rooms	Maximum Number of Rooms	Date of Confirmation
1-5 Sep. 2020	10	15	August 28, 2020
7-11 Sep. 2020	10	15	September 4
14-18 Sep. 2020	10	15	September 11
21-25 Sep. 2020	10	15	September 19

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 PO I 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.
9. The charge for the additional room(s) shall be contained in an Amendment to Contract.
10. The PSA NCR PO I shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. The PSA NCR PO I shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the PSA NCR PO I before the date of the event with the remaining 50% to be paid within thirty (30) days after Submission of Billing.
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 PO I 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.