

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to

Catering Services for the Division Planning Workshop of the Infrastructure and Systems Management procure Division (ISMD) of the PhilSys Registry Office (PRO) from 02 to 03 October 2023								
which s	which shall be undertaken in accordance with				Section 53.9 (Small Value Procurement)			
of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the								
Contract (ABC) in the amount of 59,800.00 Fifty Nine Thousand Eight Hundred Pesos								
Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided								
below. Submit your quotation duly signed by you or your duly authorized representative not later than								
REPT.	29,2020	at	11,00 WM	1 thro	ough email	at	bac-secretariat@psa.gov.ph and	
bacsecretariat.psa@gmail.com.								
For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at								
<u>MINERVA ELOISA P. ESQUIVIAS</u> Chairperson, Bids and Awards Committee								
Sat :	TERMS AND CONDITIONS							
1 2	Bidders shall provide Price quotattion/s m					date of	of submission.	
3	Price quotation/s, to	to be denominat	ated in Philippine p				nd/or levies payable.	
4 5	Quotations exceedi	1.73						
	Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.							
6	Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.							
7	In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally detrmine the single winning bidder in accordance with GPPB Circular 06-2005.							
8	The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).							
9 10		The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.						
	Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, Land Bank of the Philippines, shall credit the amount due to the identified bank of the supplier not earlier than twenty four (24) hours, but not later than forty eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier.							
11	Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA 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.							
	Documents to t	be submitted		ı	Deadline		Remarks	
Copy of the 2023 Mayor's/Business Permit and valid PhilGEPS Registration				not later than	9/29/23	at	Together with the quotation.	
Notarized Omnibus Sworn Statement (OSS)				1		,		



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101 Telephone: (632) 8938-5267 www.psa.gov.ph REQUEST FOR QUOTATION PR No. 23-09-1082

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows: Compliance with Total Amount Technical Specifications Unit Item(s) and Specification(s), minimum Unit Quantity (VAT (pls. check) Price Inclusive) No Yes Catering Services for the Division Planning Workshop of the lot 1 Infrastructure and Systems Management Division (ISMD) of the PhilSys Registry Office (PRO) from 02 to 03 October 2023 Total Number of Participants (46 pax) Venue: 11F PSA Pantry, Eton Centris Cyberpod 5, Diliman, Quezon City Mode of Payment: Send Bill Date - 02 to 03 October 2023 Food Requirements: - Balanced nutritious diet, must submit menu - Free flowing brewed coffee and tea at the venue for the entire duration of the event with assorted candies, nuts or chips and biscuits - Provision of appropriate meals for the Muslim participant (one) Day 1 to Day 2 - AM Snacks, Buffet Lunch, and PM Snacks for 46 pax - Buffet lunch inclusive of steamed rice, main course with at least three viands (beef, chicken, vegetables), salad or soup, dessert and cold drinks/bottled water - Provide extra rice for lunch - AM/PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweets (pastries, cookies, etc.) and one (1) round of cold drinks/bottled water Inclusions: Assisted buffet (with catering service personnel/food servers) Elegant and clean buffet table setup Silverware and glassware (utensils) Water and coffee station/s with cups for the participants Other Requirements: - Send bill arrangement submit proposal Attach Mayor's permit Total amount in words: Printed name of the authorized representative: Signature: Position: Name of Company: Address: __ Email address: __