



**REQUEST FOR QUOTATION**

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

Meals for Q3 2023 Press Conference of the Philippine Economy Press Conference.

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 **60,000.00**

Sixty Thousand Pesos Only

Please quote your best offer for the items 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

October 26, 2023 at 11:00AM through email at bac-secretariat@psa.gov.ph

For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at

psdprocurement.psa@gmail.com

*Mina Escquivias*  
MINERVA ALOISA P. ESQUIVIAS  
Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotations 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 ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 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 determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The items shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 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 be submitted  | Deadline                      | Remarks                     |
|--|-------------------------------|-----------------------------|
| Copy of the 2023 Mayor's/Business Permit and valid PhilGEPS Registration | Not later than _____ at _____ | together with the quotation |

PSA Complex, East Avenue, Diliiman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
www.psa.gov.ph



Management System  
ISO 9001:2015  
www.psa.gov.ph



REQUEST FOR QUOTATION  
PR No. 23-10-1127

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the items as follows:

| Item(s) and Specification(s), minimum   | Unit | Quantity | Unit Price | Total Amount (VAT Inclusive) | Compliance with Technical Specifications (pls. check) |    |
|---|------|----------|------------|------------------------------|---|----|
|   |      |          |            |                              | Yes   | No |
| Meals for Q3 Press Conference of the Philippine Economy Press Conference on 09 November 2023. | lot  | 1        |            |                              |   |    |
| AM Snacks   |      |          |            |                              |   |    |
| Pasta & Sandwich  |      |          |            |                              |   |    |
| Bottled Water   |      |          |            |                              |   |    |
| Lunch   |      |          |            |                              |   |    |
| Three (3) main course (fish, beef or pork and vegetable) with Rice                            |      |          |            |                              |   |    |
| <b>Requirements:</b>  |      |          |            |                              |   |    |
| 1. Two (2) Provision of free flowing coffee, tea and candies.                                 |      |          |            |                              |   |    |
| 2. Two (2) Standby staff/waiter to assist in the food serving.                                |      |          |            |                              |   |    |
| 3. Quick to respond and orderly arrangement of the food.                                      |      |          |            |                              |   |    |
| Total amount in words:  |      |          |            |                              |   |    |

Printed name of the authorized representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Date: \_\_\_\_\_