



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals for the Secure Web Application Development Training and Cyber Security Awareness Training** 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 **87,500.00** *Eighty Seven Thousand Five Hundred Pesos Only*

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** *WED. 08.10.24* at *11:00AM* through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto:bacsecretariat.psa@gmail.com).

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva E. Esquivias*  
**MINERVA ELOISA P. ESQUIVIAS**  
 Chairperson, Bids and Awards Committee

**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 ABC 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. 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 determine 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 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 <u><i>1/08/24</i></u> at <u><i>11:00AM</i></u>	Together with the quotation.
Notarized Omnibus Sworn Statement (OSS)		



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID 3108640991



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

REQUEST FOR QUOTATION  
PR No. 23-12-1402

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s 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 the Secure Web Application Development Training and Cyber Security Awareness Training with Table Top Exercises and Incidental Response	packs					
Mode of payment: Send Bill Venue: PSA Complex, East Ave., Quezon City Date: 08 to 12 January 2024						
Food Requirement and Specs: AM and PM snacks (Packaging: Recycable ex. Carton of Paper-made Materials, wooden spoon and fork, paper cups and paper straws) Specs for Lunch: Buffet Style catering services with reusable plates, mugs and cutlery						
08 to 11 January 2024 AM snacks, Lunch, PM snacks Snacks (Arozcald, lomi, pasta, sotanghon and the likes) with drinks (Soda) no bread and delicacies buffet lunch composed of main dish (rice, pork/beef, chicken, fish and vegetables, dessert (Fruit, salad, gelatine/jelly) with drinks (Soda) with flowing coffee		25				
12 January 2024 AM snacks, Lunch, PM snacks Snacks (Arozcald, lomi, pasta, sotanghon and the likes) with drinks (Soda) no bread and delicacies buffet lunch composed of main dish (rice, pork/beef, chicken, fish and vegetables, desset (Fruit, salad, gelatine/jelly) with drinks (Soda) with flowing coffee		45				
Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178 entitled Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, Events and Other Activities, Mandating the use of Ecologically Sustainable Products of Packaging Materials and Prohibition on the use of Styrofoam and Single-use Plastics.						
Total amount in words:						

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

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

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

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

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