



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for the Task Force Training on 2024 Livestock and Poultry Surveys** 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 **252,000.00** *Two Hundred Fifty Two Thousand 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** **FEBRUARY 19, 2024** 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 Eloisa P. 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 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u><b>2/19/24</b></u> at <u><b>11:00AM</b></u>	Together with the quotation.
Notarized Omnibus Sworn Statement (OSS)		



Management System  
 ISO 9001:2015  
 www.tuv.com  
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PR No. 24-02-0104

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
Catering Services for the conduct of Task Force Training on the 2024 Operational Training for Livestock and Poultry Surveys for 63 pax (CO and FO)	lot	1				
Date: 20 to 23 February 2024 - 8:00AM to 8:00PM Venue: Multifunction Hall 2B, 24th floor, PSA Complex, East ave., Quezon City						
First Day (20 February 2024) Snacks (AM) - 63 x 1 day Meals (Lunch) - 63 x 1 day Snacks (PM) - 63 x 1 day Meals (Dinner) - 63 x 1 day						
Second Day (21 February 2024) Snacks (AM) - 63 x 1 day Meals (Lunch) - 63 x 1 day Snacks (PM) - 63 x 1 day Meals (Dinner) - 63 x 1 day						
Third Day (22 February 2024) Snacks (AM) - 63 x 1 day Meals (Lunch) - 63 x 1 day Snacks (PM) - 63 x 1 day Meals (Dinner) - 63 x 1 day						
Fourth Day (23 February 2024) Snacks (AM) - 63 x 1 day Meals (Lunch) - 63 x 1 day Snacks (PM) - 63 x 1 day Meals (Dinner) - 63 x 1 day						
Specs for AM/PM Snacks Packaging: Recyclable (e.g. carton of paper-made material, wooden spoon and fork, paper cups, paper straw) Combination of any of the following: pasta/pancit, congee, native cake, sandwich and juice						
Specs for Lunch and Dinner Buffet style catering service: Reusable plates, mugs and cutlery						
Other Requirements: At least three (3) main course/entrees (chicken, pork, beef/fish) plus rice, vegetables, dessert Strictly No Cream dory / fish fillet Free flowing coffee/ tea/ water/ chocolate/ mixed nuts Table cloths for 10 Round tables (good for 10 pax/table size) Send menu proposal Send bill arrangement						
Note: Food services 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 or 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.: \_\_\_\_\_