



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services on the Retooling Workshop on Regional Accounts of the Philippines** 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 **Php 72,800.00** **Seventy-Two Thousand Eight 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**

FEBRUARY 28, 2024 at **11:00 AM** through 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 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 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 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 or valid PhilGEPS Registration | not later than <u>2/28/24</u> at <u>11:00 AM</u> | together with the quotation |
| Notarized Omnibus Sworn Statement (OSS) | | |



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

RECEIVED
GSD Procurement

Name: Rue
Date: 2/22
Time: 10:17 AM

REQUEST FOR QUOTATION

PR No. 24-02-0133

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 on the Retooling Workshop on | lot | 1 | | | | |
| Regional Accounts of the Philippines from 14 to 15 | | | | | | |
| March 2024 | | | | | | |
| | | | | | | |
| Mode of Payment: Send Bill | | | | | | |
| | | | | | | |
| No. of participants: 56 pax | | | | | | |
| | | | | | | |
| Details: | | | | | | |
| 14 March 2024 | | | | | | |
| AM Snacks: | | | | | | |
| Tapa | | | | | | |
| Fried Egg | | | | | | |
| Fried Rice | | | | | | |
| Brewed Coffee | | | | | | |
| Lunch: | | | | | | |
| Corn Soup | | | | | | |
| Roast Beef in Mushroom Sauce | | | | | | |
| Garlic Chicken | | | | | | |
| Steam Broccoli | | | | | | |
| Steam Rice | | | | | | |
| Apple | | | | | | |
| Iced Tea | | | | | | |
| PM Snacks: | | | | | | |
| Pancit Guisado | | | | | | |
| Lemonade Juice | | | | | | |
| | | | | | | |
| 15 March 2024 | | | | | | |
| AM Snacks: | | | | | | |
| Pasta (Carbonara Sauce) | | | | | | |
| Garlic Bread | | | | | | |
| Brewed Coffee | | | | | | |
| Lunch: | | | | | | |
| Egg Drop Soup | | | | | | |
| Beef Mechado | | | | | | |
| Baked Salmon | | | | | | |
| Steam Rice | | | | | | |
| Banana | | | | | | |
| Iced Tea | | | | | | |
| PM Snacks: | | | | | | |
| Ube Swirl | | | | | | |
| Apple Juice | | | | | | |
| | | | | | | |
| Details: | | | | | | |
| Requirements: | | | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| 2. Reusable Plates, Mugs/Cups, and Cutlery | | | | | | |
| 3. Packaging: Recyclable (e.g. carton or paper-made materials), paper cups, wooden spoon and fork, paper straw | | | | | | |
| 4. Provision of flowing coffee/tea/water/candies | | | | | | |
| 5. Waiters/Staff to assist for the entire duration of the activity | | | | | | |
| | | | | | | |
| 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 the 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.: _____

Date: _____