



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 **Lunch and Snacks for the Training on Basic Microsoft Excel from 02 to 04 April 2024**

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 78,000.00** *Seventy-Eight 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** MARCH 19, 2024 at 11:00AM 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 and valid PhilGEPS Registration	not later than <u>3/19/24</u> at <u>11:00AM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



REQUEST FOR QUOTATION

PR No. 24-03-0237

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
<p>Lunch and Smacks for the Training on Basic Microsoft Excel from 02 to 04 April 2024</p> <p>- Conference Room, 24th Floor 23-Storey Building PSA Complex, East Avenue, Diliman, Quezon City</p> <p>No. of Participants: 40</p>	Lot	1				
<p>02 April 2024 (Day 1)</p> <p>AM Snacks Lunch PM Snacks</p>						
<p>03 April 2024 (Day 2)</p> <p>AM Snacks Lunch PM Snacks</p>						
<p>04 April 2024 (Day 3)</p> <p>AM Snacks Lunch PM Snacks</p>						
<p>Specs for Snacks (AM and PM) and Lunch</p> <p>- Buffet Style Catering Service: Reusable plates, mugs, and cutlery</p>						
<p>Catering Requirements:</p> <p>Snacks (AM and PM) - Bread/Pasta/Kakanin</p>						
<p>Lunch</p> <ul style="list-style-type: none"> - Rice - 2 Main Courses (Beef/Chicken/Fish/Seafood) - Soup - 1 Side Dish (Vegetables) - Drinks (Juice/Iced Tea) - Dessert 						
<p>Other Requirements:</p> <ul style="list-style-type: none"> - Free flowing coffee, candies, and nuts - Provision of tables with linen - Provision of ice cooler and ice - Provision of perculator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) - Provision of plates, utensils, and trays - Provision of chafing dishes - Halal food - Provision of water dispenser and round water container - Send menu proposal - Send bill arrangement 						

<p>Serving Time: Free flowing coffee and tea at 07:00AM AM Snacks at 09:45AM Lunch at 11:45AM PM Snacks at 02:45PM</p> <p><i>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 or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics</i></p>							
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: _____