



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals for the Workshop on the Finalization of Provincial Product Accounts Benchmark Estimates for the 16 Highly Urbanized Cities in the National Capital Region from 13 to 17 May 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 113,750.00** *One Hundred Thirteen Thousand Seven Hundred Fifty 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** **APRIL 22, 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 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>4/22/24</u><br>at <u>11:00AM</u> | together with the quotation |
| Notarized Omnibus Sworn Statement (OSS)                                  |  |                             |



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PR No. 24-04-0336

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 |
| <b>Meals for the Workshop on the Finalization of Provincial Product Accounts Benchmark Estimates for the 16 Highly Urbanized Cities in the National Capital Region from 13 to 17 May 2024</b>   | lot  | 1        |            |                              |   |    |
| Mode of Payment: Send bill<br>No. of Participants: 35 pax   |      |          |            |                              |   |    |
| Details:  |      |          |            |                              |   |    |
| 13 May 2024<br>AM Snack: Fried rice, dumplings, and canned juice<br>Lunch: Crab corn soup, beef broccoli, creamy garlic chicken, caesar salad, steamed rice, crema de leche, and canned juice<br>PM Snack: Hamburger, fries, canned juice   |      |          |            |                              |   |    |
| 14 May 2024<br>AM Snack: Pesto, garlic bread, and canned juice<br>Lunch: Nilagang baka (soup), Laing, Fried boneless bangus, bicol express, steamed rice, fruit salad, and canned juice<br>PM Snack: Cheese donuts and canned juice   |      |          |            |                              |   |    |
| 15 May 2024<br>AM Snack: Goto, Hard boiled egg, and canned juice<br>Lunch: Egg drop soup, ensaladang talong, grilled pork belly, fried chicken, steamed rice, leche flan, and canned juice<br>PM Snack: Banana cake and canned juice  |      |          |            |                              |   |    |
| 16 May 2024<br>AM Snack: Tapa, Fried rice, and canned juice<br>Lunch: Pork sisig, tinolang manok, fried porkchop, steamed rice, saging con yelo, and canned juice<br>PM Snack: Cinnamon roll and canned juice   |      |          |            |                              |   |    |
| 17 May 2024<br>AM Snack: Baked mac, garlic bread, and canned juice<br>Lunch: Cream of mushroom, chopsuey, fried boneless fish, lechon kawali, steamed rice, fruits, and canned juice<br>PM Snack: Ensaymada and canned juice  |      |          |            |                              |   |    |
| Other Requirements:<br>1. Managed buffet for the AM Snacks, Lunch, and PM Snacks<br>2. Packaging: Recyclable (e.g. carton or paper made materials), paper cups, wooden spoon and fork<br>3. Provision of flowing coffee/tea/water and candies<br>4. Waiters/staff to assist for the entire duration of activity   |      |          |            |                              |   |    |
| <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> |      |          |            |                              |   |    |
| 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: \_\_\_\_\_