

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to										
procure Meals for Meeting/Briefing on the Development of 2024 OWS and 2023/2024 ISLE (14 June 2024)										
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										
Three 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										
n email at <u>bac-secretariat@psa.gov.ph</u> 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

AMON gm was

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 quotattion/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.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 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 detrmine 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.
- 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.
- 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 6/10/24 at	Together with the quotation.



REQUEST FOR QUOTATION PR No. 24-05-0554

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)			
				meraen e,	Yes	No		
Meals for Meeting/Briefing on the Development of 2024 OWS and 2023/2024 ISLE for Monitoring and Tracking System/Data Processing System	packs	20						
Data of Meeting: 14 June 2024, 1:30PM Venue: 20th Floor Conference Room, PSA 23-Storey Bldg., East Ave., Quezon City								
Sepcs of PM Snack: Packaging: Recyclable (e.g. carton or paper-made materail, wooden spoon and fork, paper cups, paper straws)								
PM Snack: Pasta/Sandwich, Water, Juice/Soda								
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. Mode of Payment: Send Bill								
Total amount in words:								
Printed name of the authorized representative: Signature:								
Name of Company: Position:								
Address:	Email addr	ess:						
Fax No.:								