



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for the Training Workshop on Regional Tourism Satellite Account Non-Benchmark Estimation from 25 to 26 July 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 68,900.00** Sixty Eight Thousand Nine Hundres 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** JULY 22, 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 E. 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 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.
- 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>7/22/24</u> at <u>11:00AM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS) Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: -If owner – Notarized OSS -If authorized representative – Notarized Special Power of Attorney and OSS b. For Corporation: -Notarized Secretary's Certificate and OSS c. Partnership: -Anyone of the partners, Notarized OSS -If authorized representative - Notarized Special Power of Attorney and OSS		Upon acknowledgement of the Notice of Award.



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PR No. 24-07-0756

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 Training Workshop on Regional Tourism Satellite Account Non-Benchmark Estimation from 25 to 26 July 2024	lot	1				
Mode of Payment: Send Bill						
Venue: 24th floor, Multifunction Hall 1B, PSA 23 Storey Building, PSA Complex, East Ave, Quezon City						
Details:						
25 July 2024						
AM Snacks - 53 pax						
Baked Cheesy Beef macaroni						
Garlic Bread						
Brewed Coffee						
Lunch - 53 pax						
Beef Nilaga						
Sweet Soy Fried Chicken						
Garlic Buttered Shrimp						
Steamed Rice						
Soda						
Dessert: Mango Tapioca						
PM Snacks - 53 pax						
Beef burger and fries						
Canned Juice						
26 July 2024						
AM Snack - 53 pax						
Corned Beef						
Scrambled Egg						
Fried Garlic Rice						
Brewed Coffee						
Lunch - 53 pax						
Fried Chicken						
Buttered Vegetables						
Roasted beef with Mushroom						
Steamed Rice						
Soda						
Dessert: Buko Salad						
PM Snacks - 53 pax						
Beef Lasagna						
Garlic Bread						
Canned Juice						
Requirements:						
1. Managed Buffet for the Breakfast, AM Snacks, Lunch, PM Snacks						
2. Reusable plates, mugs/cups and cuttlery						
3. Packaging: Recycable (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 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: _____