



**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 Non-Benchmark Estimates of Provincial Product Accounts (24 to 27 September 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 143,000.00 One Hundred Forty 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**

SEPTEMBER 23, 2024 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

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 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.
- 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>9/23/24</u> at <u>11:00AM</u>	Together with the quotation.
Supporting Document/s to be submitted as may be applicable: a. For Sole Proprietorship: -If Owner-Notarized Omnibus Sworn Statement (OSS) -If Authorized representative- Notarized Special Power of Attorney and OSS. b. For Corporation: -Notarized Secretary's Certificate and OSS. c. Partnership: -If authorized representative- Notarized Special Power of Attorney and OSS.		Upon acknowledgement of the Notice of Award



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PR No. 24-09-0940

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
Meals for the Workshop on the Finalization of Non-Benchmark Estimates of the Provincial Product Accounts from 24 to 27 September 2024 Mode of Payment: Send Bill Total of 55 pax/day	lot	1				
Meals arrangements: AM Snack, Lunch, and PM Snack						
24 September 2024 AM Snack Fried Rice, Fried Egg, Pork/Chicken Tocino, Banana, Juice and Water  Lunch Steamed Rice, Egg drop soup, Beef Broccoli, Fried Chicken, Bicol Express, Leche Flan, Juice and Water  PM Snack Turon with Langka, Juice and Water						
25 September 2024 AM Snack Fried Rice, Tomato scrambled egg, Luncheon meat, Mixed fruits, Juice and Water  Lunch Steamed Rice, Sinigang Soup, Pork Menudo, Ensaladang talong, Grilled Pork belly, Saging con yelo, Juice and Water  PM Snack Cheesy Macaroni with Garlic Bread, Juice and Water						
26 September 2024 AM Snack Fried Rice, Beef/Chicken Tapa, Boiled Egg, Banana, Juice and Water  Lunch Steamed Rice, Tinolang Manok, Four seasons vegetable chopsuey with quail eggs (No Shrimp), Creamy mushroom chicken, Grilled Liempo, Assorted fresh fruits, Juice and Water  PM Snack Ensaymada, Juice and Water						
27 September 2024 AM Snack Fried Rice, Pork/Chicken Longganisa, Scrambled Egg, Banana, Juice and Water  Lunch Steamed Rice, Salmon Belly Sinigang, Lechon Kawali, Chicken Cordon Bleu, Roast Beef, Fruit Salad, Juice and Water  PM Snack Burger and Fries, Juice and Water						

<b>Requirements:</b> 1. Managed buffet for the AM snacks, Lunch and PM snacks, and Dinner 2. Some of the participants are Muslims; Food preparations and serving must be sensitive to Islamic requirements 3. Packaging: Recyclable (e.g. carton or paper made materials) Paper cups, Wooden spoon and fork 4. Provision of extra packaging for food take-outs 5. Provision of flowing coffee/tea/water and candies 6. Waiters/Staff to assist for the entire duration of activity						
<b>Note:</b> Food services 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: \_\_\_\_\_