



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
**Catering Services for the Conduct of the 2025 Infrastructure and Systems Management Division (ISMD)
 Planning Workshop**

procure _____ **Section 53.9 (Small Value Procurement)**
 which shall be undertaken in accordance with _____
 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 **97,500.00** _____ **Ninety Seven Thousand Five Hundred Pesos**

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**
OCTOBER 31, 2024 at **11:00AM** through email at 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

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 10/31/24 at 11:00AM	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: -anyone of the partners, Notarized OSS -If authorized representative- Notarized Special Power of Attorney and OSS.		Upon acknowledgment of the Notice of Award



REQUEST FOR QUOTATION

PR No. 24-09-0954

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>Catering Services for the Conduct of the 2025 Infrastructure and Systems Management Division (ISMD) Planning Workshop</p> <p>Total Number of Participants (50 pax) Venue: 11th Floor Pantry, ETON Centris Cyberpod 5, EDSA, Quezon City</p> <p>Date of Activity: 09-11 October 2024 Mode of Payment : Send bill</p>	lot	1				
<p>Food Requirement:</p> <ul style="list-style-type: none"> - Balanced nutritious diet, must submit menu - Free flowing brewed coffee and tea at the venue for the entire duration of the event with assorted candies, nuts or chips and biscuits - Provision of appropriate meals for the Muslim participant (one) - Day 1 to Day 3 AM Snacks, Buffet Lunch, and PM Snacks for 50 pax - Buffet Lunch inclusive of steamed rice, main course with at least three viands (beef, chicken, vegetables), salad or soup, dessert and drinks (cold juice or soda) and water - Provide extra rice for lunch - AM/PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweet (pastries, cookies, etc) and one (1) round of drinks (cold juice or soda) and water 						
<p>Inclusions: Assisted buffet (with catering service personnel/food servers) Elegant and clean buffet table setup Silverware and glassware (utensils) Water and coffee station/s with paper cups for the participants</p> <p>Other Requirements: - Send bill arrangement - Submit proposal - Attach Mayor's permit</p> <p>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.</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: _____