



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for Human Resources Division 2025 Planning Workshop (09-11 October 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 **124,800.00** *One Hundred Twenty Four Thousand Eight Hundred 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** **OCT. 07, 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 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 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 10/07/24 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: -If authorized representative- Notarized Special Power of Attorney and OSS.		Upon acknowledgement of the Notice of Award



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PR No. 24-09-1026

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 and Snacks for the Human Resources Division 2025 Planning Workshop from 09 to 11 October 2024, 08:00AM to 05:00PM	lot	1				
Presscon Room 2, 9th floor, PSA Headquarters, PSA Complex, East Ave., Diliman Quezon City						
AM Snacks (10:00AM to 10:15AM) for 64 Pax Lunch (12:00PM to 01:00PM) for 64 Pax PM Snacks (01:00PM to 05:00PM) for 64 Pax						
Specs for Meals and Snacks Buffet Style Catering Service: Reusable/ceramic Plates, Stainless Cutlery, Mugs/Glasses (Beverage) and Paper Cups/Ceramic Cups (Coffee)						
Catering Requirements: AM and PM Snacks - Bread/Pasta/kakanin Lunch - Rice, 3 Main Courses/Viands (Beef/Chicken/Seafood), Soup, 1 Side Dish (vegetables), Beverage (Juice/Iced Tea), and Dessert						
Free flowing coffee, candies, and nuts Provision of Tables with linen Provision of ice cooler and ice Provision of percolator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) Provision of plates, utensils and trays Provision of chafting dishes Halal Food Food Restrictions to Cream Dory, oily and salty foods Provision of water dispenser and round water container (20L) Send Menu proposal Send Bill arrangement						
Serving Time: Free flowing coffee and/nuts/candies at 07:30AM AM Snacks at 09:45AM Lunch at 11:45AM PM Snacks at 02:45PM						
Note: 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: _____