



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for the Conduct of the Initial Workshop on Philippine Statistical Quality Assurance Framework (PSQAF) from 25 to 27 November 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 214,500.00** *Two Hundred Fourteen Thousands Five 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** **NOV 21 2024** at **11:00 AM** 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

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected.
- Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 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 determine the single winning bidder in accordance with GPPB Circular 06-2005.
- The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 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 or valid PhilGEPS Registration	not later than NOV 21 2024 at 11:00 AM	together with the quotation
Omnibus Sworn Statement (OSS) Supporting document to be submitted, as may be applicable: a. For Sole Proprietorship - If owner, the Notarized OSS; - If authorized representative-Notarized Special Power of Attorney & OSS b. For Corporation - Notarized Secretary's Certificate c. Partnership-anyone of the partners, OSS	Upon acknowledgment of Notice of Award	



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

RECEIVED
GSD/Procurement
Name: **JOSEPH**
Date: **11/14**
Time: **5:16pm**

PR No. 24-11-1182

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 Conduct of the Initial Workshop on Philippine Statistical Quality Assurance Framework (PSQAF) from 25 to 27 November 2024 (3 days) no. of pax: 110 pax Date: 25 to 27 November 2024 Location: 24th Floor, 23 Story Bldg, PSA Complex, East Ave., Diliman, Quezon City Food Requirements 1. AM Snacks, Buffet lunch, and PM Snacks 2. Meal includes rice, 1 appetizer (soup and salad), 3 main courses, dessert and softdrinks or healthy juice 3. Free flowing brewed coffee (with sugar and cream), tea and purified drinking water in the function room 4. Provision of candies and mixed nuts during the entire function. 5. Buffet table must be set up inside or near the function area 6. Stage and Reception Set-up and Design (decors, linens and table center pieces) Other Requirements: 1. Atleast four catering staff member/waiter should be present at the venue to assist participants with all matters related to meals, utensils, and related needs. 2. Mode of payment: Send Bill Arrangement 3. Price quotation/s validity: Must be valid for a period of thirty calendar days from the date of submission 4. Include menu upon submission of bid 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 the Philippine Statistics Authority Meeting, 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	lot	1				

Printed name of the authorized representative: _____

Signature: _____

Name of Company: _____

Position: _____

Address: _____

Email address: _____

Fax No.: _____

Tel. No.: _____

Mobile No.: _____

Date: _____