



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
Meals and Snacks for Retooling Session on Agricultural Accounts and Indicators
procure _____ **from 11-12 December 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 **37,700.00** **Thirty Seven Thousand Seven 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**
Dec. 22, 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 <u>11/22/24</u> at <u>11:00AM</u>	Together with the quotation



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (02) 8374-8263

RECEIVED
GSD Procurement
Name: fermy
Date: 11/18
Time: 2:30p

PR No. 24-11-1174

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 Retooling Session on Agricultural Accounts and Indicators	lot	1				
Date: 11-12 December 2024						
Venue: Training Room, 21st Floor, PSA Headquarters, PSA Complex, Quezon City						
No. of participants: 29 pax						
11 December 2024						
AM Snacks						
Lugaw with egg						
Pandesal						
Canned juice						
Lunch						
Garden Vegetable Salad						
Chicken Tinola						
Pork Sisig						
Fried boneless bangus						
Steamed rice						
Crema de leche						
Canned juice						
PM Snacks						
Pancit Canton						
Canned juice						
12 December 2024						
AM Snacks						
Sotanghon Guisado						
Garlic Bread						
Canned juice						
Lunch						
Nilagang baka (soup)						
Roasted Chicken						
Stir fry garlic broccoli						
Pork embutido						
Steamed rice						
Fruit salad						
Canned juice						
PM Snacks						
Banana cake						
Canned juice						
Requirements:						
1. Managed buffet for Lunch, and packed AM and PM Snacks						
2. Packaging: Recyclable (e.g. carton or paper-made materials), paper cups, wooden spoon and fork						
3. Provision of flowing coffee/ tea/ water/ candies						
4. Waiters/Staff to assist for the entire duration of the activity						
<i>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.</i>						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
Total amount in words:						

Date: _____