



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals for the 2025 PSA Awards Writeshop on 16 to 17 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 **Php 52,000.00** *Fifty Two Thousand 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** **DECEMBER 12, 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 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>12/12/24</u><br>at <u>11:00AM</u> | together with the quotation                  |
| Notarized Omnibus Sworn Statement (OSS)<br>Supporting document/s to be submitted as may be applicable:<br>a. For Sole Proprietorship:<br>-If owner – Notarized OSS<br>-If authorized representative – Notarized Special Power of Attorney and OSS<br>b. For Corporation:<br>-Notarized Secretary's Certificate and OSS<br>c. Partnership:<br>-Anyone of the partners, Notarized OSS<br>-If authorized representative - Notarized Special Power of Attorney and OSS |   | Upon acknowledgement of the Notice of Award. |



REQUEST FOR QUOTATION  
PR No. 24-11-1279

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 |
| <b>Meals for the 2025 PSA Awards Writeshop on 16 to 17 December 2024</b>  | <b>lot</b> | <b>1</b> |            |                              |   |    |
| Activity: Writeshop on 2025 PSA Awards Criteria for Field Offices   |            |          |            |                              |   |    |
| Date of Activity: 16 to 17 December 2024  |            |          |            |                              |   |    |
| Manage Buffet: Reusable plates, mugs, and cutlery   |            |          |            |                              |   |    |
| Venue: PSA Headquarters, PSA Complex, East Avenue, Diliman Quezon City  |            |          |            |                              |   |    |
| <b>AM Snacks: (40pax x 2 days)</b>  |            |          |            |                              |   |    |
| 16 to 17 December 2024  |            |          |            |                              |   |    |
| Soup (sopas, lugaw, mami)   |            |          |            |                              |   |    |
| Sandwich or Kakanin   |            |          |            |                              |   |    |
| Water   |            |          |            |                              |   |    |
| (canned) Juice/iced tea/softdrinks  |            |          |            |                              |   |    |
| <b>Lunch: (40pax x 2 days)</b>  |            |          |            |                              |   |    |
| 16 to 17 December 2024  |            |          |            |                              |   |    |
| Fish dish/ Pork dish  |            |          |            |                              |   |    |
| Beef dish/ Chicken dish   |            |          |            |                              |   |    |
| Vegetables  |            |          |            |                              |   |    |
| Desset/Fruits   |            |          |            |                              |   |    |
| Rice  |            |          |            |                              |   |    |
| Water   |            |          |            |                              |   |    |
| (Canned) Juice/iced tea/softdrinks  |            |          |            |                              |   |    |
| <b>PM Snacks: (40pax x 2 days)</b>  |            |          |            |                              |   |    |
| 16 to 17 December 2024  |            |          |            |                              |   |    |
| Pasta/Pancit  |            |          |            |                              |   |    |
| Shanghai/kakanin  |            |          |            |                              |   |    |
| Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon/fork, paper cups, paper straws)  |            |          |            |                              |   |    |
| water   |            |          |            |                              |   |    |
| (Canned) Juice/iced tea/softdrinks  |            |          |            |                              |   |    |
| <b>Other specifications:</b>  |            |          |            |                              |   |    |
| Free flowing coffee and tea   |            |          |            |                              |   |    |
| (shall be served in pots instead of providing coffee in sachets. Condiments shall also be served in reusable bottles, bowls, or dispensers)   |            |          |            |                              |   |    |
| - send menu proposal  |            |          |            |                              |   |    |
| - send bill arrangement   |            |          |            |                              |   |    |
| 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. |            |          |            |                              |   |    |
| 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: \_\_\_\_\_