



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals for the Capacity Building on Understanding the Conceptual and Operational Aspects of Supply and Use Table from 12 to 14 February 2025 and 26 to 28 February 2025**

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 312,000.00** *Three Hundred Twelve Thousand 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** January 27, 2025 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 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 2025 Mayor's/Business Permit or valid PhilGEPS Registration	not later than <u>1/27/25</u> at <u>11:00am</u>	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



REQUEST FOR QUOTATION

PR No. 24-01-0021

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 for the Capacity Building on Understanding the Conceptual and Operational Aspects of Supply and Use Table from 12 to 14 February 2025 and 26 to 28 February 2025 Mode of Payment: Send Bill	lot	1				
Meal arrangement: AM Snack, Lunch, and PM Snack 12 - 14 February 2025 (80pax) (3 days) 26 - 28 February 2025 (80pax) (3 days) Details: 12 February 2025 AM Snack Tapa Silog, Banana Drinks Lunch Sweet and Sour Pork, Fried Chicken, Steamed Broccoli; Steamed Rice Dessert: Fruits Drinks PM Snack Creamy Ham and Bacon Carbonora with Buttered Toast/Garlic Bread Drinks 13 February 2025 AM Snack Corned Beef Silog; Banana Drinks Lunch Pork Adobo; Chopsuey; Lumpia; Steamed Rice Dessert: Leche Flan Drinks PM Snack Chicken Nuggets Drinks 14 February 2025 AM Snack Bacon Silog; Banana Drinks Lunch Beef Broccoli; Fried Boneless Bangus; Ginataang Kalabasa, Steamed Rice Dessert: Cookies Drinks PM Snack Turon Drinks 26 February 2025 AM Snack Beef Bulgogi with Egg and Rice Drinks Lunch Singang na Salmon sa Miso; Grilled Chicken; Stir fried cabbage and carrots, Steamed Rice Dessert: Minatamis na Saging Drinks PM Snacks Steamed Siomai (Pork and Shrimp) Gulaman Drinks 27 February 2025 AM Snacks French Toast with Bacon and Egg Drinks Lunch Pork Pochero; Bangus ala pobre; sauted veggies w/tofu Steamed Rice Dessert: Mango Graham Drinks PM Snack Pork Empanada Drinks 28 February 2025 AM Snack Danggit Silog Drinks Lunch Salt and Pepper Squid; Pork Ribs Adobo; Adobong Kangkong Steamed Rice Dessert: Fruit Salad Drinks						

<p>PM Snack Waffle Cheese & Hotdog Drinks</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Managed Buffet for the AM Snacks, Lunch, and PM Snacks 2. Packaging: Recyclable (e.g. carton or paper made materials), paper cups, wooden spoon and fork 3. Provision of extra packaging for food take outs 4. Provision of flowing coffee/tea/water 5. Waiters/Staff to assist for the entire duration of activity <p>Note: Food service and packaging shall be in compliance with 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 of Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.</p>						
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Printed name of the authorized representative: _____			Signature: _____		
Name of Company: _____			Position: _____		
Address: _____			Email address: _____		
Fax No.: _____		Tel. No.: _____		Mobile No.: _____	
Date: _____					