



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services on Learning Sessions of Satellite Accounts (21, 28 March & 04, 11 April 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 116,000.00** **One Hundred Sixteen 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** **MARCH 20, 2025** 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*  
**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 and valid PhilGEPS Registration	not later than <b>3/14/2025</b> at <b>11:00am</b>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)  Supporting document/s to be submitted as may be applicable: a.For Sale Proprietorship: -If owner – Notarized OSS -If authorized representative – Notarized Special Power of Attorney and OSS b.For Corporation: -Notarized Secretary's Certificate and OSS c.Partnership: -Anyone of the partners, Notarized OSS -If authorized representative - Notarized Special Power of Attorney and OSS		Upon acknowledgement of the Notice of Award



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PR No. 25-03-0211

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>Catering Services on Learning Sessions of Satellite Accounts (PDESA, PTSA/RTSA/ MST, PNHA, PCESA and POESA)</b>	lot	1				
Mode of Payment: Send Bill Venue: Media Center 9th floor, PSA Headquarters, East Ave., Quezon City						
<p>Details:</p> <p>21 March 2025 (PDESA) for 50 Pax AM Snacks: Beef tapa with Fried egg, Fried rice &amp; Brewed Coffee Lunch: Beef kare-kare, Bulalo Soup, Fried Tilapia, Steamed rice, Canned juice &amp; Fresh fruits</p> <p>28 March 2025 (Tourism) for 50 Pax AM Snacks: Baked macaroni, Garlic bread, Brewed coffee Lunch: Beef creamy mushroom, Buttered Vegetables, Garlic parmesan Fried Chicken, Steamed Rice, Canned Juice &amp; Leche Flan PM Snacks: Pancit Canton Bihon, Puto, Canned juice</p> <p>04 April 2024 (PNHA) for 45 Pax AM Snacks: Chicken Tocino, Fried Egg, Fried Rice, Brewed coffee Lunch: Seafood Cajun (Shrimp, Crab, Corn, Mussels), Chicken Fillet, Beef Nilaga, Steamed Rice, Canned Juice &amp; Brownies PM Snacks: Ham and egg with cheese sandwich, Potato Chips, Canned Juice</p>						
<p>11 April 2025 (PCESA and POESA) for 45 Pax AM Snacks: Pancake and Bacon, Scrambled egg, Brewed coffee Lunch: Grilled Liempo, Sweet &amp; Sour Fried Chicken, Mushroom soup, Canned juice PM Snacks: Turon, Ginataang Mais, Canned Juice</p> <p>Requirements: 1. Managed Buffet for the AM Snacks, Lunch and PM Snacks 2. Reusable plates, mugs/cups and cutlery 3. Packaging: Recyclable (e.g. carton or paer-made materials), paper cups, wooden spoon and fork, paper 4. Provision of flowing coffee/tea/water/candies 5. Waiters/Staff to assist for the entire duration of the activity</p>						

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 Ecologically Sustainable Products of Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.

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Total amount in words: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name of the authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Date: \_\_\_\_\_