



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to procure

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 32,500.00** Thirty Two Thousand Five Hundred 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**

APR 02 2025 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

- 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 <u>APR 02 2025</u> at <u>11:00 AM</u> | together with the quotation |



REQUEST FOR QUOTATION
 PR No. 25-03-0317

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 Fire Safety and Prevention Training Date: 10 April 2025 08:00AM to 5:00PM Venue: Multifunction Hall 1B, 24th Floor PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City Specs for Snacks (AM and PM) and Lunch for 50 pax: *Buffet Style Catering Service: Reusable plates, mugs, and cutlery *Snacks (AM and PM) - Bread/Pasta/Kakanin *Lunch: Rice, 2 Main Courses (Beef/Chicken/Fish/Seafood), Soup, 1 Side Dish (Vegetables), Drinks (Iced Tea/Soda), Dessert *Free flowing coffee, candies, and nuts *Provision of tables with linen *Provision of ice cooler and ice *Provision of percolator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) *Provision of plates, utensils, and trays *Provision of chafing dishes *Halal food *Provision of water dispenser and round water container (20L) *Send menu proposal *Send bill arrangement Serving Time: *Free flowing coffee and tea at 07:00AM *AM Snacks at 09:45AM *Lunch at 11:45AM *PM Snacks at 02:45PM <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> | lot | 1 | | | | |

Total amount in words: _____ Signature: _____

Printed name of the authorized representative: _____ Position: _____
 Name of Company: _____ Email address: _____
 Address: _____ Mobile No.: _____
 Fax No.: _____ Tel. No.: _____
 Date: _____