



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY




REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for the Finalization Workshop on the Revised 2023 Provincial Product Accounts** 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 104,000.00** **One Hundred Four 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**

May 07, 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 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>5/7/25</u> at <u>11:00AM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS) Supporting document/s to be submitted as may be applicable: a For Sole 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	



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101
Telephone: (632) 8938-5267
www.psa.gov.ph

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PR No. 25-04-0397

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
Catering Services for the Finalization Workshop on the Revised 2023 Provincial Product Accounts	Lot	1				
Date: 19 to 23 May 2025. 08:00AM to 05:00PM Venue: 21st Floor, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City Mode of Payment: Send Bill						
19 to 23 May 2025 - 32 Participants AM Snack, Lunch, PM Snack						
Details: 19 May 2025 AM Snack - Tosilog (Tocino+Sinangang+Itlog), Sliced Watermelon, Juice and Water Lunch - Nilagang Baka, Chicken Afritada, and Special Chopseuy, Steamed rice, Maja Blanca, Juice and Water PM Snack - Pesto Chicken Pasta with Clubhouse sandwich, Juice and Water						
20 May 2025 AM Snack - Longsilog (Longganisa, Garlic Rice, Sunny-side up Egg), Sliced Papaya, Juice and Water Lunch - Beef Caldereta, Chicken Adobo, and Ginataang Sitaw at Kalabasa, Nido Soup, Steamed rice, Buko Pandan, Juice and Water PM Snack - Pansit palabok, and cheesy ensaymada, Juice and Water						
21 May 2025 AM Snack - Bangusilog (Daing an Boneless Bangus, Garlic Rice, Sunny-side up Egg), Lakatan banana, Juice and Water Lunch - Pork Binagoongan, Buttered Fish Fillet, Adobong Kangkong with Tofu, Nido Soup, Steamed rice, Leche Flan, Juice and Water PM Snack - Carbonara and Egg Sandwich, Juice and Water						
22 May 2025 AM Snack - Hotsilog (Hotdog, Garlic Rice, Sunny-side up Egg), Sliced Mango, Juice and Water Lunch - Pork Menudo, Sinigang na Hipon, Stir fried cabbage, Steamed rice, Fruit salad, Juice and Water PM Snack - Meaty Spaghetti, Tuna Sandwich, Juice and Water						

23 May 2025 AM Snack - Tapsilog (Beef Tapa, Garlic Rice, Sunny-side up Egg), Sliced Pineapple, Juice and Water Lunch - Beef Stew, Fried Chicken, Monggo Guisado, Egg-drop soup, Cheese or Ube Butchi, Steamed rice, Juice and Water PM Snack - Pancit Bihon-Canton with toasted bread, Juice and Water						
Requirements: 1. Complete managed buffet table set up 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 and candies 5. Waiters and food attendant to assist for the entire duration of activity 6. Some of the participants are Muslims; Food preparations and serving must be sensitive to Islamic requirements (i.e. Halal)						
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.						
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: _____