



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 Workshop on Land Asset 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 227,500.00**

*Two Hundred Twenty Seven Thousand Five Hundred 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 19, 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**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected.
- Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 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.
- The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 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.
- 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>5/19/25</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	



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

REQUEST FOR QUOTATION  
PR No. 25-05-0433

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 for the Workshop on Land Asset Accounts</b>  Date: 26 to 30 May 2025 Venue: 24th Floor, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City Mode of Payment: Send Bill 70 participants AM Snacks Lunch PM Snacks  Details: 26 May 2025 AM Snacks Champorado with Dilis Juice, Coffee Water Lunch Cream of Seafood Soup Rice Beef Bourguignon Grilled Chicken in BBQ Coconut Crumb Fried Fish (any fish but cream dory fish) Mashed Potato Dessert: Fruits in Season Drinks: Cucumber Lemonade, Water PM Snacks Ginataang Bilo-Bilo Canned Juice/Water  27 May 2025 Arroz Caldo + Boiled Egg Juice, Coffee, Water Lunch Cream of Sweetcorn Soup Rice Beef Kansi Chicken Satay Fried Boneless Bangus Adobong Sitaw Coffee Jelly Red Ice Tea, Water PM Snack Sloppy Joe Burger (beef patties) Canned Juice  28 May 2025 AM Snacks Miki with Chicken and Egg Puto Coffee, Juice, Water Lunch Rice	lot	1				

Cream of Mushroom Soup  
Seafood Thermidore (seafood in white sauce)  
Chicken BBQ  
Stir fry Cabbage  
Korean Beef Stew  
Buko Pandan  
Juice/Water  
PM Snack  
Pancit Bihon  
Bread  
Canned Juice

29 May 2025  
AM Snack  
Chicken Adobo Flakes  
Rice  
Coffee/Juice  
Lunch  
Rice  
Sinigang na Hipon  
Tortang Talong  
Chicken Marmalade  
Grilled Beef (Hollandaise Sauce)  
Fruit Salad  
Drinks  
PM Snack  
Banana Cue/Camote Cue/Fried Saging Saba  
Canned Juice

30 May 2025  
AM Snack  
Chicken Silog  
Juice/Coffee  
Lunch  
Pumpkin Soup  
Rice  
Bangus Sisig  
Beef Thai Curry  
Inihaw na Manok  
Ginisang Pechay/Repolyo  
Leche Flan  
PM Snack  
Ginataang Mais  
Canned Juice

ONLY HALAL FOOD PLEASE (no pork on all food including seasonings and condiments)

Requirements:

1. Managed buffet for the AM Snacks, Lunch, and PM Snacks
2. Provision of food container for food take-outs
3. Provision of flowing coffee/water/candies
4. Waiters/Staff to assist for the entire duration of activity

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.

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