



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 **CES Learning Session and Data Validation - Luzon Group on 30 April to 02 May 2024** 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 179,400.00** *One Hundred Seventy-Nine Thousand Four 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** **APR 29 2024** at **11:00am** through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto:bacsecretariat.psa@gmail.com)

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 2024 Mayor's/Business Permit or valid PhilGEPS Registration	not later than <b>APR 29 2024</b> at <b>11:00am</b>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



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

## PR No. 24-04-0383

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>CES Learning Session and Data Validation - Luzon Group</b>	lot	1				
(92 packs*3days*650)						
Meals (AM Snack, Lunch and PM Snack)						
Date of Activity: May 1 to May 3 2024						
Venue: 24th Floor, PSA Building						
Specs for AM and PM Snacks and Lunch						
<i>Packaging: Recyclable (e.g. carton or paper-made material,</i>						
<i>wooden spoon and fork, paper cups, paper straws)</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 of Packaging Materials and Prohibition on the Use						
of Styrofoam and Single-use Plastics						
AM and PM Snack: Pasta/Sandwich/Bread/Native Delicacies, water/soda						
Lunch: Atleast 3 viands, 2 meat or fish (Pork/Beef/Chicken), 1 vegetable,						
steamed rice, dessert (fresh fruit or other dessert) and water/soda						
Other inclusions: Flowing Coffee						
Catering						
Mode of Payment - Send Bill						
Mode: Alternative Mode of Procurement						
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: _____						