

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to Meals for the Workshop on Human Resources Information System 14 to 16 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 136,500.00

One Hundred Thirty Six 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

procure

11:00 AM through email at bac-secretariat.psa@gmail.com

For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at gsdprocurement.psa@gmail.com

MGOMMAS MINERVA ELOISA P. ESQUIVIAS

\ Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form. 1
- Price quotattion/s must be valid for a period of thirty (30) calendar days from the date of submission. 2
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable. 3
- Quotations exceeding the ABC shall be rejected. 4
- Award of contract shall be made to the lowest calculated and responsive bid (LCRB). 5
- 6 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 7 finally detrmine 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).
- The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications. 9
- Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the 10 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 11 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 and valid PhilGEPS Registration	not later than MAY 13 2024	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

REQUEST FOR QUOTATION PR No. 24-05-0436

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		Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check) Yes No				
Meals for the Workshop on Human Resources Information System 14 to 16 May 2024		1			162	140			
Date: 14 to 16 May 2024 (3 days) Meal Requirements: AM Snacks - 70 packs x 3 days Lunch - 70 packs x 3 days PM Snacks - 70 packs x days Meal Inclusions: * Flowing coffee *AM Snacks inclusive of at least a combination of pasta or noodles, sanwich or bread with sweets and one (1) round cold drinks *Lunch inclusive of steamed rice, main course with at least (3) viands (i.e. fish, meat and vegetables), salad or soup, dessert and one (1) round cold drinks PM Snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweets and one (1) round cold drinks Specs for AM and PM Snacks Pac kaging: Recyclable (e.g carton or paper-made material, wooden spoon and fork, paper cups, paper straws) Specs for Lunch Buffet style catering service: Reusable plates, mugs and cutlery)									
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 Singleuse Plastics					si .				
Total amount in words:									
Printed name of the authorized representative:				Signature:					
Name of Company:		ngwis and a second	Position:						
Address: Email address:									
Fax No.: Tel. No.:	No.: Tel. No.: Mobile No.:								
Date:		•							