



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals and Snacks for the Mastering Customer Relations for Service Excellence, Batch 1 from 13 to 14 June 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 **78,000.00** *Seventy Eight 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** JUN 07 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)

*MM 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.
- 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 and valid PhilGEPS Registration  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	not later than <b>JUN 07 2024</b> at <b>11:00AM</b>	Together with the quotation.



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>Meals and Snacks for the Mastering Customer Relations for Service Excellence, Batch 1 from 13 to 14 June 2024</b>	lot	1				
13 to 14 June 2024, 07:00PM to 05:00PM						
- Multifunction Hall 1A, 24th Floor PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City						
AM Snacks (10:00AM to 10:15AM) 60 pax Lunch (12:00PM to 01:00PM) 60 pax PM Snacks (01:00PM to 05:00PM) 60 pax						
Specs for Meals and Snacks Buffet Style Catering Service: Reusable/Ceramic Plates, Stainless Cutlery, Mugs/Glasses (Beverage), and Paper Cups/Ceramic Cups (Coffee)						
Catering Requirements: AM and PM Snacks - Bread/Pasta/Kakanin Lunch - Rice, 3 Main Courses/Viands (Beef/Chicken/Seafood), Soup, 1 Side Dish (Vegetables), Beverage (Juice/Iced Tea), and Dessert						
- Free flowing coffee, candies, and nuts - Provision of tables with linen - Provision of ice cooler and ice - Provision of perculator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) - Provision of plates, utensils, and trays - Provision of chafing dishes - Halal food - Food Restrictions to Pork, Cream Dory, Oily, Salty, and Red Meat - Provision of water dispenser and round water container (20L) - Send menu proposal - Send bill arrangement						
Serving Time: Free flowing coffee and/nuts/candies at 07:00AM AM Snacks at 09:45AM Lunch at 11:45AM PM Snacks at 02:45PM						
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.						
X-X-X-X-X-X-X						
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: \_\_\_\_\_