



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 **Meals for the Training/Sprint Workshop on Development of Enhance VSDPA System with Supervisors 18 to 20 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 **Php 56,550.00** *Fifty Six Thousand Five Hundred Fifty 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 14 2024 at 11:00 Am through email at bac-secretariat@psa.gov.ph and 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

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 and valid PhilGEPS Registration		
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	not later than <u>JUN 14 2024</u> at <u>11:00 Am</u>	together with the quotation



REQUEST FOR QUOTATION
PR No. 24-05-0574

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
Training/Sprint Workshop on Development of Enhance VSDPA System with Supervisors 18 to 20 June 2024	lot	1				
Managed Buffet						
AM Snacks, Lunch and PM Snacks						
Date of event: 18 to 20 June 2024						
Food Preferences:						
AM Snack (good for 29 pax)						
Day 1 - Sotanghon Guisado w/ bread and Mango Orange Juice						
Day 2 - Tuna Sandwich w/ Four Seasons juice						
Day 3 - Clubhouse w/ Orange Juice						
PM Snack (good for 29 pax)						
Day 1- Baked Beef Macaroni w/ Garlic Bread and Orange Juice						
Day 2 - Bam-I w/ slice bread and Calamansi Juice						
Day 3 - Ginataang Bilo-Bilo w/ Iced Tea						
Lunch - (good for 29 pax)						
Day 1- Cream of Corn, Lemon Pepper Chicken, Crispy Calamari w/ thousand island sauce/dip, Vegetable Kare, Plain Rice, Mango Tapioca, Calamansi Juice						
Day 2 - Umami clam soup, Pork Steak, Milk Fish w/ atchara, mix vegetables w/ quail eggs, plain rice, fresh fruits, and Cucumber lemonade						
Day 3 - Kalderetang Baka, Sinigang na Hipon, Fresh Lumpia, Buko Pandan, and Pineapple Juice						
Others:						
- with free flowing coffee for the entire event						
Note: Based on OM 2023-178						
1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services						
2. Reusable foodware such as plates, cutlery, stirrers, mugs or cups for hotdrinks and glass for water or beverages shall be utilized						
3. Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be served in reusable bottles, bowls, or dispenser						
Other Requirements:						
Send Bill Arrangements						
Send Menu Proposal						
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 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: _____