

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 Procurement of Catering Services for the Mid-Year Performance Review 09 to 11 July 2024

10125 C 802.5										
which shall be undertaken in accordance with			Section 53.9 (Small Value Procurement)							
of the 2016 Revised Im	plementing Rules	and Regulations of	Republic Act No. 9184, with an Approved Budget of the	1.52						
Contract (ABC) in the a	mount of Php	107,250.00	One Hundred Seven Thousand Two Hundred Fifty Pesos							

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**<u>JUL 0 3 2024</u> at <u>II:00 AM</u> through email at <u>bac-secretariat@psa.gov.ph</u> and <u>bacsecretariat.psa@gmail.com</u>

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

gsdprocurement.psa@gmail.com

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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 quotattion/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 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).
- 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	not later than JUL 0 3 2024 at(['. do Am	together with the quotation			
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	Upon ackr	nowledgement of the Notice of Award.			

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

REQUEST FOR QUOTATION PR No. 24-06-0643

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	
Procurement of Catering Services for the Mid-Year Performance Review 09 to 11 July 2024		1			163	NO
09 to 11 July 2024 (Identity Validation Division)						
Meals		1.00				
55 pax X 3 days						
Flowing coffee, hot chocolate and/or tea at the training venue for the entire duration of the training program with assorted candies, nuts or chips and biscuits						
Buffet Lunch inclusive of steamed rice, main course with at least three (3) viands, salad or soup, dessert, and one (1) round of cold drinks						
AM snacks and PM snacks inclusive of at least a combination of pasta or noodles, Fruits, sandwitch or with sweets (pastries, cookies, etc.), and one (1) round of cold drinks						
The provider shall guarantee the provision of sufficient number of qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean and appropriate uniform and identification (ID) card per batch						
Attach menu upon submission of the bid form						
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.						
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Total amount in words:						
Printed name of the authorized representative:				Signature:		
Name of Company:			Position:			
Address:			Email address:			2.1.2
Fax No.: Tel. No.:		Mobile No.:				
Date:	1.1					