



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for the Conduct of the 2024 PSS Fellowship on 09 July 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 70,000.00** Seventy 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**

~~JUL 03 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 E. 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 JUL 03 2024 at 11:00 AM	together with the quotation
Omnibus Sworn Statement (OSS) Supporting document to be submitted, as may be applicable: a. For Sole Proprietorship - If owner, the Notarized OSS; - If authorized representative-Notarized Special Power of Attorney & OSS b. For Corporation - Notarized Secretary's Certificate c. Partnership-anyone of the partners, OSS		Upon acknowledgment of Notice of Award



REQUEST FOR QUOTATION
PR No. 24-06-0652

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
Catering Services for the Conduct of the 2024 PSS Fellowship on 09 July 2024	lot	1				
No. of pax 200 pax						
Date: 09 July 2024						
Location: 24th Floor, PSA Headquarters, PSA Complex, East Ave., Diliman, Quezon City						
<p>Food Requirements:</p> <ol style="list-style-type: none"> 1. PM Snacks 2. Inclusive of Pasta dishes, chicken lollipop, sandwiches, and assorted pastries 3. One Round of Softdrinks or healthy juice 4. Free Flowing coffee and tea 5. Provision of Candies and mixed nuts during the entire function 7. Buffet table must be set up inside or near the function area 8. Stage and reception set up and design (decors, linens, and center pieces) <p>(200 participants)</p> <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Assisted Buffet 2. At least 10 or sufficient number of trained, courteous and capable personnel/waiter in appropriate uniform 3. Mode of payment: Send Bill Arrangement 4. Price quotation/s validity: Must be valid for a period of thirty calendar days from the date of submission 5. Include Menu upon submission of bid <p>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.</p>						
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: _____						