



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 Philsys Registry Office Mid-Year Performance Review from 29 to 31 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 **115,050.00** *One Hundred Fifteen Thousand 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** JUL 26 2024 at 11:00AM through email at bac-secretariat@psa.gov.ph

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
 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	Not later than <u>JUL 26 2024</u> at <u>11:00AM</u>	Together with the quotation
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 acknowledgment of the Notice of Award



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PR No. 24-07-0789

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 Philsys Registry Office Mid-Year Performance Review from 29 to 31 July 2024	lot	1				
Food (29 to 31 July 2024)						
AM Snacks - snacks inclusive of at least a combination of pasta or noodles and sandwich or bread, etc (water and softdrinks/juice in can)						
Lunch - steamed rice, main course with at least three viands (beef, fish, pork, chicken, vegetables), soup or salad, and dessert with (water and softdrinks/juice in can)						
PM Snacks - snacks inclusive of at least a combination of pasta or noodles and sandwich or bread, etc (water and softdrinks/juice in can)						
Inclusions:						
Juice/Softdrinks or Soda per meal						
Free flowing coffee and/or tea and candies						
* at least 3 menu options						
* send bill arrangement						
Specs for AM Snacks, Lunch PM Snacks:						
* Buffet style catering service: Reusable plates, bowls, mugs/cups, and cutlery						
* Food Heating Containers						
*See attached menu						
<i>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.</i>						
X-X-X-X-X-X-X-X-X-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: _____

Menu for 29, 30 and 31 July 2023
Catering Services for PRO Planning Workshop

	July 29, 2024	July 30, 2024	July 31 2024
AM Snacks	Creamy Macaroni Soup	Sotanghon Soup	Plain Rice
	Puto with Cheese	Hot Pandesal	Scrambled Egg
	Assorted Soda	Drinks in Can	Daing Bangus
	Bottled Water	Bottled Water	Bottled Water
Lunch	Molo Soup	Wonton Soup	Crab and Corn Soup
	Fried Fish	Grilled Bangus	Fried Chicken
	Lechon Kawali	Pork Adobo	Special Kaldereta
	Okra, Talong & Talbos with Bagoong	Special Pinakbet	Vegetable Salad
	Plain Rice	Plain Rice	Plain Rice
	Creamy Fruit Salad	Minatamis na Saba	Fresh Fruit Slices
	Drinks in Can	Drinks in Can	Iced Tea
	Bottled Water	Bottled Water	Bottled Water
PM Snacks	Lumpiang Sariwa	Lumpiang Togue	Special Pansit Bihon
	Pork BBQ (2 pcs)	Special Ensaymada	Shanghai
	Coke in Can	Pineapple Juice	Assorted Soda
	Bottled Water	Bottled Water	Bottled Water

Note :

Flowing Coffee/Milo/Tea
 Candies/Chips
 No cream dory