



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure Meals for the Writeshop on Preparation of IEC Materials for PPA Dissemination Fora from 07 to 11 October 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 **802,750.00** Eight Hundred Two Thousand Seven 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** OCT 02 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
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>OCT 02 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 Omnibus Sworn Statement (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
2023 Income Tax Return (ITR)	not later than <u>OCT 02 2024</u> at <u>11:00AM</u>	together with the quotation



REQUEST FOR QUOTATION
PR No. 24-09-1004

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
<p>Meals for the Writeshop on Preparation of IEC Materials for PPA Dissemination Fora from 07 to 11 October 2024 Mode of Payment: Send Bill Total of 247 pax/day</p> <p>Details: 07 October 2024 AM Snack Chicken/Beef Tapa Fried Rice Fried Egg Banana Juice and Water</p> <p>Lunch Tinolang Manok (Soup only) Crispy Fish Fillet with Tartar Sauce Bicol Express Baked Salmon Steamed rice Coffee Jelly Juice and Water</p> <p>PM Snack Chicken/Tuna Pesto with 2 slice of garlic bread Juice and Water</p>	lot	1				
<p>08 October 2024 AM Snack Pork/Chicken Tocino Fried Rice Fried Egg Banana Juice and Water</p> <p>Lunch Egg-drop Soup Ensladang Talong Fried Chicken Grilled Liempo Steamed rice Leche Flan Juice and Water</p> <p>PM Snack Filipino Style Spaghetti with 2 slice of butter toast Juice and Water</p>						
<p>09 October 2024 AM Snack Pork/Chicken Longganisa Fried Rice Fried Egg Banana Juice and Water</p> <p>Lunch Garden Vegetable Salad Four seasons vegetable chopsuey with quail eggs (no shrimp) Chicken Adobo Fried Porkchop Steamed rice Saging Con Yelo Juice and Water</p> <p>PM Snack Arrozcaldo with boiled egg and fried lumpiang gulay/toge (no pork please) Juice and Water</p>						

<p>10 October 2024</p> <p>AM Snack Pork/Chicken Embutido Fried Rice Fried Egg Banana Juice and Water</p> <p>Lunch Salmon Belly Sinigang Laing Pork Sisig Chicken Barbeque Steamed rice Assorted Fresh Fruits (Watermelon, Honeydew, Melon, and/or Pineapple) Juice and Water</p> <p>PM Snack Pansit (with chicken and tofu strips plus veggies) and puto/kutsinta Juice and Water</p>						
<p>11 October 2024</p> <p>AM Snack Beef/Chicken Siomai Fried Rice Fried Egg Banana Juice and Water</p> <p>Lunch Garden Vegetable Salad Nilagang Baka (Soup only) Tofu Sisig Pork Lumpiang Shanghai Steamed rice Fruit Salad Juice and Water</p> <p>PM Snack Baked Mac with cheese donuts (no pork please)</p>						
<p>1. Managed buffet for the AM Snacks, Lunch, PM Snacks, and Dinner</p> <p>2. Some of the participants are Muslims; Food preparations and serving must be sensitive to Islamic requirements</p> <p>3. Packaging: Recyclable (e.g. carton or paper made materials), Paper cups, Wooden spoon and fork</p> <p>4. Provision of extra packaging for food take-outs</p> <p>5. Provision of flowing coffee/tea/water and candies</p> <p>6. Waiters/Staff to assist for the entire duration of activity</p> <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 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: _____