

REQUEST FOR QUOTATION

	The Philippine	Statistics Aut	hority (PSA) t	hrough the Bids and A	wards Committee (BAC), intends to		
procure	Catering Services for the Conduct of 2025 PCMS Planning Workshop (14-16 October 2024)						
which sh	nall be undertaken	in accordance	e with	Section	n 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	act (ABC) in the amount of 52			Fifty Tw	o Thousand Six Hundred Fifty Pesos Only		
	Please quote yo	ur best offer f	or the item/s	described herein, sub	ject to the Terms and Conditions provided		
below. Submit your quotation duly signed by you or your duly authorized representative not later than							
OCT	7 2024	at	11:00 AN	_ 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							
gsdprocu	rement.psa@gmail	.com					
	MINERVA LOISA P. ESQUIVIAS Chairperson, Bids and Awards Committee						
TERMS AND CONDITIONS							
1 2	Bidders shall provide correct and accurate information required in this form. 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.						
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 s	ubmitted		Deadline Deadline	Remarks		

Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than OCT 0 7 2024	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: -If authorized representative- Notarized Special Power of Attorney and OSS.	Upon acknowledgement of the Notice of Award	



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

REQUEST FOR QUOTATION PR No. 24-09-1024

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows: Compliance with Total Amount Unit Technical Specifications Item(s) and Specification(s), minimum Unit Quantity (VAT Price (pls. check) Inclusive) Yes Nο Catering Services for the Conduct of the 2025 Policy Coordination and Monitoring Service Planning Workshop from 14 to 16 October 2024 Training Room 3, 12/F Eton Centris Cyberpod 5, Diliman, Quezon City lot Food (14 October 2024) for 27 Pax AM Snacks - at least combination of pasta or noodles and sandwich or bread, etc. Lunch- steamed rice, main course with at least three viands (beef. chicken, vegetable), soup or salad, and dessert PM Snacks- at least combination of pasta or noodles and sandwich or bread, etc. Food (15 October 2024) for 27 Pax AM Snacks - at least combination of pasta or noodles and sandwich or bread, etc. Lunch- steamed rice, main course with at least three viands (beef. chicken, vegetable), soup or salad, and dessert PM Snacks- at least combination of pasta or noodles and sandwich or bread, etc. Food (16 October 2024) for 27 Pax AM Snacks - at least combination of pasta or noodles and sandwich or bread, etc. Lunch- steamed rice, main course with at least three viands (beef, chicken, vegetable), soup or salad, and dessert PM Snacks- at least combination of pasta or noodles and sandwich or bread, etc. Inclusions: Juice or soda per meal Free flowing coffee and/or tea at least 3 menu options Send bill arrangement every after conduct of the activity Specs for AM Snacks, Lunch and PM Snacks: Buffet style catering service: Reusable plates, bowls, mugs/cups, and cutlery Note: Food services 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 Schedule of the meeting may change, subject to the availability of attendees Total amount in words: Printed name of the authorized representative: Signature: Name of Company: Address: Email address: _____ _____Tel. No.: Fax No.: Mobile No.: