

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to

Meals and Snacks for the Leadership Development Program from 04 to 08 November 2024

ce with	
oc with	Section 53.9 (Small Value Procurement)
es and Regulation	ns of Republic Act No. 9184, with an Approved Budget of the
110,500.00	One Hundred Ten Thousand Five Hundred Pesos
ed by you or your	described herein, subject to the Terms and Conditions provided duly authorized representative not later than through email at bac-secretariat@psa.gov.ph.
nay contact us at	elephone no. (02) 8374-8263 or email address at ###################################
	es and Regulation 110,500.00 fer for the item/s ed by you or your (('. 00 Ann

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

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).
- 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.
- 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.
- 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.
- 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.

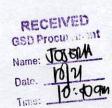
Documents to be submitted	Deadline	Remarks
Copy of the 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than OCT 2 5 2024 at 1:00 AM	together with the quotation
Supporting Document/s to be submitted as may be applicable: a. For Sole Proprietorship: -If Owner- Notarized Omnibus Sworn 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.	Upo	on acknowledgment of the Notice of Award





PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101 Telephone: (632) 8938-5267

www.psa.gov.ph



After having carefully read and accepted the Terms and Condition	ns, I/We s	submit our o	uotation/s for t	he item/s as fo	llows:	
Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
Meals and Snacks for the Leadership Development					Yes	No
Program from 04 to 08 November 2024	lot	1				
Consultant Room 1, 10th Floor PSA Headquarters, PSA Complex, East Avenue, Quezon City For 34 pax						
AM Snacks (10:00 to 10:15AM) Lunch (01:00PM to 05:00PM) PM Snacks (01:00PM to 05:00PM)						
Specs for Meals and Snacks						
Buffet Style Catering Service: Reusable/Ceramic Plates, Stainless Cutlery, Mugs/Glasses (Beverage), and Paper Cups/Ceramic Cups (Coffee)						
Catering Requirements: AM and PM Snacks - Bread/Pasta/Kakanin/Soup Lunch - Rice, 3 Main Courses/Viands (Beef/Chicken/Seafood), Soup, 1 Side Dish (Vegetables), Beverage (Juice/Iced Tea), and Dessert						
Free flowing coffee,candies, and nuts - Provision of tables with linen for the buffet setup - Provision of ice cooler and ice - Provision of perculator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) - Provision of plates, utensils, and trays - Provision of chafing dishes - Halal food - Provision of water dispenser and round water container (20L) - Send menu proposal - Send bill arrangement						
Serving Time: Free flowing coffee and/nuts/candies at 07:00AM AM Snacks at 08:00AM Lunch at 11:45AM PM Snacks at 02:45PM						
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 the Philippine Statistics Authority Meeting, 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						
Total amount in words:						
Printed name of the authorized representative:				Signature:		
Name of Company:			Position:			
ddress:	Email address:					

Printed name of the authorized rep	resentative:	Signature:	
Name of Company:		Position:	
Address:		Email address:	
Fax No.:	Tel. No.:	Mobile No.:	
Date:			