

REQUEST FOR QUOTATION

	The Philippine Statistics Authority	(PSA) through the Bids and A	wards Committee (BAC), intends to							
procure Meals for Knowledge Management Mapping and Assessment Workshop (30-31 January 2025)										
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	t (ABC) in the amount of 52	,000.00	.00 Fifty Two 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										
	0.0000	6 € through email at <u>bac-secretariat@psa.gov.ph</u>								
	£72025 at	unough chian at	Suc Secretariate psuigov.pm							
		at talanhana na (02) 827	4 9363 as amail address at							
For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at gsdprocurement.psa@gmail.com										
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		Cha	airperson, Bids and Awards Committee							
		TERMS AND CONDITIONS								
1	Section of the Control of the Contro									
	2 Price quotattion/s must be valid for a period of thirty (30) calendar days from the date of submission.									
3										
4 5	Quotations exceeding the ABC shall be rejected.	1-1'	all and office the second of t							
3	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 tes									
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 2025 Mayor's/Business Permit and valid PhilGEPS Registration		not later than JAN 2 7 2025	Together with the quotation.							
a. For Sole Pro										



- If authorized representative - Notarized Special ower of Attorney and OSS

- anyone of the partners - Notarized OSS - If authorized representative - Notarized Special Power of Attorney and OSS

b. For Corporation

- Notarized Secretary's Certificate and OSS



Upon Acknowledgement of the Notice of Award

REQUEST FOR QUOTATION PR No. 25-01-0004

After having carefully read and accepted the Terms and Conditions, I/We subn	nit our quotation/s	for the iten	n/s as follo	ows:	_	
Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
			val		Yes	No
Meals for the Knowledge Management Mapping and Assessment Workshop (30 to 31 January 2025)	lot	1				
Food Requirements: (Food for 2 days for 40 pax) AM snacks, Lunch and PM snacks						
Composed of appetizer, main dish (rice, pork, beef, chicken, fish vegetables, soup) and dessert with drinks, water and flowing coffee						
Venue: 24th floor PSA bldg., Multi-function Hall 1A, PSA Complex, East Ave., Quezon City						
Specs: Buffet style catering services with reusable plates, mugs, glasses and cutlery						
Note: Food services and packaging shall be in compliance with Office Memorandum No.2023-178. entitled "Guidelinse on the Procurement of Meals and Catering Services for the Philippine Statistics Authority Meetings, Events and other Activities, Mandating the use of Ecologically Sustainable Products for Packaging Materials and Prohibition on the use of Styrofoam and Single-use Plastics.						
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Total amount in words:	no and the water water to the same to the					
Printed name of the authorized representative:				Signature:		
Name of Company:			Position:			
Address:			Email addr	ess:		
Fax No.: Tel. No.:		Mobile No.:				
Date:						