



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Procurement of Packed Meals for the conduct of the Bilateral Meeting with Madras Security Printer (MSP) (10 Batches) from March to December 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 (ABC) in the amount of **Php 22,500.00** *Twenty Two Thousand Five Hundred 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** **MAR 14 2025** at **11:00AM** through email at [bac-secretariat@psa.gov.ph](mailto: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](mailto:gsdprocurement.psa@gmail.com)

*for*  
*[Signature]*  
**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 2025 Mayor's/Business Permit or valid PhilGEPS Registration	not later than <b>MAR 14 2025</b> at <b>11:00AM</b>	together with the quotation



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

**RECEIVED**  
GSD Procurement Unit  
Name: *[Signature]*  
Date: **3/7**  
Time: **6:00**

REQUEST FOR QUOTATION  
PR No. 25-02-0124

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><b>Procurement of Packed Meals for the conduct of Bilateral Meeting with Madras Security Printer (MSP) (10 Batches)</b></p> <p>Batch 1: 19 March 2025 (15 pax)            Batch 2: 23 April 2025 (15 pax)            Batch 3: 21 May 2025 (15 pax)            Batch 4: 18 June 2025 (15 pax)            Batch 5: 16 July 2025 (15 pax)            Batch 6: 20 August 2025 (15 pax)            Batch 7: 17 September 2025 (15 pax)            Batch 8: 15 October 2025 (15 pax)            Batch 9: 19 November 2025 (15 pax)            Batch 10: 17 December 2025 (15 pax)</p> <p>Food            AM Snack - Inclusive at least a combination of pasta or noodles and sandwich or burger, drinks etc.</p> <p>Inlcusions:            Juice or soda per meal</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 Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.</p>	packs	15				

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