



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**




**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Catering Services for Validation Workshop on the use of 2022 PSCC for SUA** 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 48,750.00** *Forty Eight Thousand Seven Hundred Fifty 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**

MAY 13 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)

  
**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 and valid PhilGEPS Registration	not later than <u>MAY 13 2025</u> at <u>11:00AM</u>	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)

## REQUEST FOR QUOTATION

PR No. 25-04-0418

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
<b>Catering Services for Validation Workshop on the use of the 2022 Philippine Standard Commodity Classification (PSCC) for Supply Utilization Accounts (SUA) from 27 to 20 May 2025</b> <b>Venue: 21st/F Training Room, PSA Headquarters, East ave., Quezon City</b> <b>Mode of payment: Send Bill For 25 Pax</b>	lot	1				
Details: 27 May 2025 AM Snacks: Spaghetti/Carbonara, Garlic Bread, Canned juice, Lunch: Chopsuey, Beef kare-kare, Fried Chicken, Steamed Rice, Fruit Salad, Canned Juice PM Snacks: Club house sandwich, Canned juice  28 May 2025 AM Snacks: Lugaw with egg, Pandesal, Canned Juice Lunch: Garden vegetable salad, Chicken Tinola, Pork Sisig, Fried boneless bangus, Steamed Rice, Crema de leche, Canned Juice PM Snacks: Pancit Canton, Canned Juice						
29 May 2025 AM Snacks: Lasagna, Garlic Bread, Canned Juice Lunch: Crab corn soup, Pinakbet, Fried Tilapia, Chicken Afritada, Steamed Rice, Leche Flan, Canned Juice PM Snacks: Hamburger with fries, Canned Juice  Requirements: 1. Managed Buffet for Lunch and packed meals for AM and PM snacks 2. Packaging: Recyclable (e.g. carton or paper made materials) Paper cups, wooden spoon and fork 3. Provision of flowing coffee/tea/water and candies 4. Waitrer/Staff to assist for the entire duration of activity						
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.						

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: \_\_\_\_\_