



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
Meals and Snacks for the Finalization of SECE Questionnaire Design on 16 to 18 June 2025 and Field
procure **Operations Manual on 19 to 20 and 30 June 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 **156,000.00** **One Hundred Fifty-Six 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**
JUN 10 2025 at **11:00AM** 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
gsdprocurement.psa@gmail.com

Minerva Eloisa P. Esquivias
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 JUN 10 2025 at 11:00AM	Together with the quotation
Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: - if owner - Notarized 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	Upon acknowledgment of the Notice of Award	



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

PR No. 25-05-0520 & 0521

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Meals and Snacks for the Finalization of SECE Questionnaire Design and Field Operations Manual	lot	1				
<i>Finalization of SECE Questionnaire Design</i>						
- 16 to 18 June 2025 - 9:00AM to 5:00PM						
- 40 pax						
<i>Finalization of SECE Field Operations Manual</i>						
- 19 to 20 and 30 June 2025 - 9:00AM to 5:00PM						
- 40 pax						
Venue: 17th Floor, ESSS Conference Rooms 1 and 2, PSA Headquarters, PSA Complex, East Ave., Diliman, Quezon City						
Snacks (AM), Meals (Lunch), Snacks (PM)						
Specs for the AM Snacks and Meals (Lunch)						
Buffet Style Catering Service: Reusable plates, mugs, and cutlery						
Other Food Requirements: (No Cream Dory)						
Snacks (AM and PM) - Bread/Pasta/Kakanin						
Meals (Set of Lunch)						
- Soup						
- 1 Side Dishes (Vegetable)						
- 2 Main Course (Beef/Chicken/Fish/Seafood)						
- Rice						
- Drinks						
- Dessert						
Other Requirements:						
- Free flowing coffee and candies						
- Must be managed buffet						
- Send menu proposal						
- Send bill arrangement						
<i>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.</i>						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
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: _____