



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to
Catering Services for the Writeshop on the Preparation of Information, Education, and Communication Materials for the Provincial Product Accounts Dissemination Fora
procure _____
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 473,850.00** Four Hundred Seventy Three Thousand Eight 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**
AUG 11 2025 at 11:00 AM 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
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>AUG 11 2025</u> at <u>11:00 AM</u> | together with the quotation |
| Notarized Omnibus Sworn Statement (OSS) 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 acknowledgement of the Notice of Award | |



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

REQUEST FOR QUOTATION
PR No. 25-07-0685

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 |
| Catering Services for the Writeshop on the Preparation of Information, Education, and Communication Materials for the Provincial Product Accounts Dissemination Fora | Lot | 1 | | | | |
| Date: 02 to 04 September 2025, 08:00AM to 05:00PM Venue: Multifunctional Halls 1A and 1B, 24th Floor, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon Mode of Payment: Send Bill No. of Participants: 243 | | | | | | |
| Details: 02 September 2025 AM Snack - Cornsilog (Corned beef, Garlic Rice, Sunny-side up Egg), Sliced Fruits, Canned Juice and Water Lunch - Pininyahang manok, Pork Sisig and bangus Ala Pobre, Sinigang na Salmon Belly, Steamed Rice, Mango Tapioca, Canned Juice and Water PM Snack - Spaghetti Bolognese with garlic bread, Canned Juice and Water | | | | | | |
| 03 September 2025 AM Snack - Daingsilog (Daing na bangus, Garlic Rice, Sunny-side up Egg), Sliced Fruits, Canned Juice and Water Lunch - Chicken BBQ, Chopsuey special, and Beef Strogonoff, Tinolang Manok, Steamed rice, Fruit Salad, Canned and Water PM Snack - Beef Lasagna with Garlic Bread, Canned Juice and Water | | | | | | |
| 04 September 2025 AM Snack - Tocilog (Chicken Tocino, Sinangag, Cheesy Omelette), Sliced Fruits, Canned Juice and Water Lunch - Crispy fried chicken, Pork Steak, and Tortang talong, Beef Nilaga, Steamed Rice, Mixed Fresh Fruits, Canned Juice and Water PM Snack - Palabok with Puto, Canned Juice and Water | | | | | | |

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|--|--|--|--|--|--|--|
| Requirements: 1. Complete managed buffet table set up 2. Packaging: Recyclable (e.g. carton or paper made materials) Paper cups, wooden spoon and fork 3. Provision of extra packaging for food take-outs 4. Provision of flowing coffee/tea/water and candies 5. Waiters and food attendant to assist for the entire duration of activity 6. Some of the participants are Muslims; Food preparations and service must be sensitive to Islamic requirements (i.e. Halal) 7. The service provider must be based within Metro Manila | | | | | | |
| 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. | | | | | | |
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| 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: _____