

## **REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **(shopping, small value, etc.)** for <u>Catering Services</u>

Name of Project	Supply and Delivery of Catering Services
Solicitation	PR No. ESSS-18-10-193
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid Form
Approved Budget for the	
Contract (ABC)	₱ 12,500.00
Contract Duration	

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>November 19, 2018</u> at the General Services Division, 11<sup>th</sup> FIr., Cyberpod One Enton Centris, Diliman, Quezon City.** 

BAC Chairperson

## Terms and Conditions:

- 1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- 2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- 3. Late submission of quotation shall not be accepted.
- 4. Bids exceeding the ABC shall be disqualified.
- 5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- 7. Terms of Payment shall be made through check payable to the supplier.
- 8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

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## **BID FORM**

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compli with Tec Specific (please YES	hnical ations
Meals & Snacks	pax				()	()
5 December 2018		-25-	₱	₱	( ) ( ) ( )	( ) ( ) ( )
Venue: Cyberpod Three, Centris, Diliman Quezon City x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-				Total amount in words:	()	<pre>( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )</pre>

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature						
Position:						
Name of Company						
Address:		Email Address:				
Fax No	. Tel No.:	Cellphone No				

Date:			