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 **Catering Services.** Details of the procurement are as follows:

Name of Project	**1st Quarter 2019 National Data Review for Agricultural Statistics on 22 to 26 April 2019**
Solicitation	**MAS-19-01-004**
Location	Metro Manila
Brief Description	**1st Quarter 2019 National Data Review for Agricultural Statistics on 22 to 26 April 2019**
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	**₱ 115,500.00**
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation not later than 11:00 am on February 27, 2019 personally at the **General Services Division**, **11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City**. Address your quotation to GSD-PSS.

DAISY S. ADLAWAN
Officer-In-Charge
General Services Division

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.

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					YES	NO
Catering Services for Participants of the RSSO Representatives and Central Office Staff for the 1st Quarter 2019 National Data Review						
Payment: Send Bill						
Area: 17th Floor, Eton Cyberpod Centris 3, Quezon City						
Details:						
22 April 2019 – AM Snacks and Lunch (Plenary)	pax	60	₱ ____			
22 April 2019 – PM Snacks (FSD Consultation)	pax	37	₱ ____			
23 April 2019 – AM/PM Snacks & Lunch (CSD consultation)	pax	44	₱ ____			
24 April 2019 – AM Snacks & Lunch (LPSD Consultation)	pax	34	₱ ____			
24 April 2019 – PM Snacks (Prices Consultation)	pax	49	₱ ____			
25 April 2019 – AM Snacks, Lunch & PM Snacks (Plenary-Presentation)	pax	60	₱ ____			
26 April 2019 – AM Snacks, Lunch & PM Snacks (Plenary Presentation-Continuation)	pax	60	₱ ____			
Requirements: a. Provision of flowing water/coffee/tea and candies b. Affordable and complete services c. Quick to respond and flexible d. Standby staff				Total amount in words: _____ _____ _____ ____		

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: _____