



**REPUBLIC OF THE PHILIPPINES**  
**PHILIPPINE STATISTICS AUTHORITY**

**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:

<b>Name of Project</b>	<b>2<sup>nd</sup> Quarter 2019 National Data Review</b>
<b>Solicitation</b>	<b>MAS-19-01-006</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>2<sup>nd</sup> Quarter 2019 National Data Review</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 115,500.00</b>
<b>Date of Delivery</b>	

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 26, 2019 personally at the **General Services Division, 11<sup>th</sup> 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.

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Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)					
					Yes	No				
<b>Catering Services for Participants</b>										
<b>RSSO Representative and Central Office Staff for the 2<sup>nd</sup> Quarter 2019 National Data Review</b>										
<b>Payment:</b> Send bill										
<b>Area:</b> 17 <sup>th</sup> Floor, Eton Cyberpod Centris 3, Quezon City										
<b>Details:</b>										
22 July 2019 - AM Snacks and Lunch (Plenary)	pax	60	₱ _____							
22 July 2019 - PM Snacks (FSD Consultation)		37	₱ _____							
23 July 2019 - AM/PM Snacks & Lunch (CSD consultation)		44	₱ _____							
24 July 2019 - AM Snacks & Lunch (LPSD Consultation)		34	₱ _____							
24 July 2019 - PM Snacks (Prices Consultation)		49	₱ _____							
25 July 2019 - AM Snacks, Lunch and PM Snacks (Plenary-Presentation)		60	₱ _____							
26 July 2019 - AM Snacks, Lunch and PM Snacks (Plenary Presentation-Continuation)		60	₱ _____							
				Total amount in words:_____						
				_____						
				_____						
				_____						
<b>Requirements:</b>										
a) Provision of flowing water/coffee/tea and candies										
b) Affordable and complete services										
c) Quick to respond and flexible										
d) Standby staff										

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: \_\_\_\_\_