




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:

Name of Project	2020 Civil Registration Month Celebration
Solicitation No.	PR-CRS00-20-01-00001
Location	Metro Manila
Brief Description	Catering Services for the 2020 Civil Registration Month Celebration
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	P 122,750.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11th Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than **11:00 AM/PM** on **JANUARY 23, 2020**. Kindly address your quotation to the Bids and Awards Committee.


MINERVA ELOISA P. ESQUIVIAS
BAC Vice 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 and/or proposal.
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 Service for the 2020 Civil Registration Month Celebration -Opening Program and Thanksgiving Mass-Meals: AM Snacks and Lunch for 150 pax 03 February 2020 at CRS Bldg. PSA Complex, East Ave., Quezon City AM Snacks- sandwich/ bread with drinks in can (packed) Lunch (buffet-style)- composed of appetizer, main dish (rice, pork or beef, chicken, vegetable, soup, dessert, and drinks) *with free-flowing coffee -Consultation Activity- Meals: AM Snacks, Lunch, PM Snacks (packed) -For organizing team and resource persons 07 February 2020 (Batch 1 at Centris 1 and Batch 2 at Centris 3) for 20 pax 21 February 2020 (CVEA, PSA Complex) for 20 pax AM Snacks- Burger with bottled juice drink Lunch- composed of appetizer, main dish (rice, pork or beef, chicken, vegetable, soup, dessert, and drinks) PM Snacks- Pasta with iced tea -Bloodletting Activity- Meals: AM Snacks, Lunch, PM Snacks (packed) 24 February 2020 at 8th flr., CRS Bldg., PSA Complex -For committee and Red Cross team (25 pax) (AM Snacks, Lunch, & PM Snacks) -For Donors AM Snacks (50 pax) PM Snacks (50 pax) AM & PM Snacks- Burger with pineapple juice in can Lunch- composed of appetizer, main dish (rice, pork or beef, chicken, vegetable, soup, dessert, and drinks) <i>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</i>	lot	1	₱ _____	₱ _____	()	()
				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: _____