

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 Service**. Details of the procurement are as follows:

Name of Project	Workshop/ Writeshop on the Preparation of PPMP and Training on the Guidelines on the Delineation of the Duties and Accountabilities
Solicitation	PR-FAS01-19-03-00015
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid form.
Approved Budget for the	
Contract (ABC)	₱ 48,000.00
Date of Delivery	

Please quote your lowest price on the item/s listed on the next page and submit the sealed quotation not later than 11:00 am on <u>April 4, 2019</u> personally at the **General Services Division**, 11th FIr., Cyberpod One Eton Centris, Diliman, Quezon City. Address your quotation to GSD-PSS.

DAISY S. ADLAWAN

Officer-In-Charge General Servives 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.

PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

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

BID FORM

Item(s) and specification(s)	Unit	Qty.	Unit Price	Total Amount	Compliance with Technical Specifications (pls. check)	
Minimum				(VAT inclusive)	Yes	No
Catering Service for the Workshop/ Writeshop on the Preparation of PPMP and Training on the Guidelines on the Delineation of the Duties and Accountabilities						
AM Snacks Lunch PM Snacks	pax pax pax	40 40 40	P P P			
Date of Activity: 11-12 April 2019 Venue: 17 th Floor, Cyberpod Three, Quezon City						
Other Specifications: -free flowing coffee and tea -managed buffet -with standby servers -send bill arrangement -must submit menu/ proposal attached to bid form						
				Total amount in words:		

After having carefully rea at prices noted above.	ad and accepted your T	erms and Conditions. I/We quote you	on the item
Printed Name of authori	zed representative/Sign	ature	
Position:			
Name of Company			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			