

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 <u>Catering</u> <u>Services.</u> Details of the procurement are as follows:

Name of Project	Technical Writing Training			
Solicitation No.	PR-ITDS01-20-02-00002			
Location	Metro Manila			
Brief Description	Meals for the Technical Writing Training			
Quantity	See attached Bid form.			
Approved Budget for the Contract (ABC)	₽ 60,000.00			
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, 11<sup>th</sup> FIr., Cyberpod One Eton Centris, Diliman, Quezon City or through facsimile number 374-8283 or email to gsd.staff@psa.gov.ph not later than <u>11</u>:00 AM/PM on <u>12 0 FEB 2020</u>. Kindly address your quotation to the Bids and Awards Committee.



## 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.

## PHILIPPINE STATISTICS AUTHORITY REQUEST FOR QUOTATION

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

## BID FORM

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Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
Meals for the Technical Writing Training on 24 – 28 February 2020 at SDD Conference Room	LOT	1	₽	₽	( )	( )
<ul> <li>Food Requirements: (for 20 pax) <ul> <li>Late Breakfast</li> <li>PM Snacks (no breads)</li> <li>Lunch composed of appetizer, main dish (rice, pork or beef, chicken, vegetables, soup), and dessert with drinks and water</li> <li>With flowing coffee</li> </ul> </li> <li>Mode of payment – Send Bill Submit Proposal Venue: 4<sup>th</sup> floor, CVEA Building, PSA Complex East Avenue, Quezon City</li> <li>Note: Please submit proposal.</li> <li>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, and PhilGEPS Registration Number)</li> </ul>				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:	-					