

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, 11th 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.

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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	₽	₽	()	()
 Food Requirements: (for 20 pax) Late Breakfast PM Snacks (no breads) Lunch composed of appetizer, main dish (rice, pork or beef, chicken, vegetables, soup), and dessert with drinks and water With flowing coffee Mode of payment – Send Bill Submit Proposal Venue: 4th floor, CVEA Building, PSA Complex East Avenue, Quezon City Note: Please submit proposal. NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, and PhilGEPS Registration Number) 				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:	-					