



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	Conduct of the Bilateral Workshop with the Tariff Commission to discuss and prepare the 2019 PSCC
Solicitation	PR-SS03-19-05-00013
Location	Metro Manila
Brief Description	Procurement of Goods
Quantity	See attached Bid form.
Approved Budget for the Contract (ABC)	₱ 160,000.00
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 May 16, 2019 personally at the **General Services Division, 11th 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.

BID FORM

Item(s) and specification(s) Minimum	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Catering Services for the Conduct of the Bilateral Workshop with the Tariff Commission to discuss and prepare the draft 2019 Philippine Standard Community Classification (PSCC) for 4 days</p> <p>Date: 30-31 May 2019 and 3-4 or 10-11 June 2019 (tentative date)</p> <p>Breakfast: at least 3 course meal (buffet) AM Snack Lunch: at least 3 course meal (buffet) PM Snack</p> <p>Requirements: -schedule and prepare a food taste session for at least three persons -ingress at least two hours before the program -ensure quality of food and drinks prior to actual serving -manage buffet stations -have at least 1 coordinator assigned as person-in-charge -meal: 3 course meal *fish, chicken, pork/beef *pasta, noodles *vegetables Soup Steamed rice (with fried rice for breakfast) Dessert Soda or Iced Tea/ Cucumber Lemonade Flowing coffee (with hot choco for Breakfast)</p> <p>*Please provide menu</p>	<p>Pax</p> <p>Pax</p> <p>Pax</p> <p>Pax</p>	<p>40</p> <p>40</p> <p>40</p> <p>40</p>	<p>₱ _____</p> <p>₱ _____</p> <p>₱ _____</p> <p>₱ _____</p>	<p>₱ _____</p> <p>₱ _____</p> <p>₱ _____</p> <p>₱ _____</p> <p> Total amount in words:____ _____ _____ _____</p>	<p>()</p> <p>()</p> <p>()</p> <p>()</p>	<p>()</p> <p>()</p> <p>()</p> <p>()</p>

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: _____