

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>Re-Post: Catering</u> <u>Services</u>

Name of Project	Supply and Delivery of Catering Services			
Solicitation	PR No. MAS-18-10-161			
Location	Metro Manila			
Brief Description	Procurement of Goods			
Quantity	See attached Bid Form			
Approved Budget for the				
Contract (ABC)	₱ 18,000.00			
Contract Duration				

Please quote your **lowest price** on the item/s listed below and submit personally your **SEALED QUOTATION not later than 5:00 pm on <u>November 14, 2018</u> at the General Services Division, 11th FIr., Cyberpod One Enton Centris, Diliman, Quezon City.**

BAC 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. 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.

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BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Comp with Te Specific (please YES	chnical cations
Catering Services for 40 participants to be attended by selected PSA Staff and representatives from other partner agencies	pax	-40-	₽	₽	()	() () () ()
 Venue: Conferece Room, Centris Cyberpod Three Mode of Payment: Send Bill Date of Consultative Meeting: 12 December 2018 					() () () ()	() () () ()
Catering Services (Meals) (AM Snack, Buffet Lunch, PM Snack) No Cream Dowry Fish					() () () ()	() () () ()
 Other requirements: 1. Provision of flowing coffee, water, tea and candies 2. Complete services 3. Quick to respond and are flexible 					() () () ()	() () () ()
4. Standby Staff x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x				Total amount in words:	() () ()	() () ()

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of auth	norized representative/Signa	ature	
Position:			
Name of Company _			
Address:		Email Address:	
Fax No	Tel No.:	Cellphone No	
Date:			