



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals and Snacks for the Gender Mainstreaming Evaluation Framework for Gender and Development Focal Point System from 19 to 21 May 2025**

which shall be undertaken in accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget of the Contract (ABC) in the amount of **Php 113,750.00** *One Hundred Thirteen Thousand Seven Hundred Fifty Pesos Only*

Please quote your **best offer** for the **item/s described herein**, subject to the Terms and Conditions provided below. Submit your quotation duly signed by you or your duly authorized representative **not later than** **MAY 13 2025** at **11:00AM** through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

  
**MINERVA ELOISA P. ESQUIVIAS**  
Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS**

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- 3 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- 4 Quotations exceeding the ABC shall be rejected.
- 5 Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- 6 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 7 In case of two or more bidders are determined to have submitted the LCRB, the PSA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder in accordance with GPPB Circular 06-2005.
- 8 The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- 9 The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 10 Payment shall be made after delivery and upon submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier. Our Government Servicing Bank, **Land Bank of the Philippines**, shall credit the amount due to the identified bank of the supplier **not earlier than twenty four (24) hours, but not later than forty eight (48) hours**, upon receipt of our advice. Please note that the corresponding **bank transfer fee**, if any, shall be chargeable to the account of the supplier.
- 11 Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The PSA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Documents to be submitted	Deadline	Remarks
Copy of the 2025 Mayor's/Business Permit or valid PhilGEPS Registration	not later than <u><b>MAY 13 2025</b></u> at <u><b>11:00AM</b></u>	together with the quotation
Omnibus Sworn Statement (OSS) Supporting document to be submitted, as may be applicable: a. For Sole Proprietorship - If owner, the Notarized OSS; - If authorized representative-Notarized Special Power of Attorney & OSS b. For Corporation - Notarized Secretary's Certificate c. Partnership-anyone of the partners, OSS	Upon acknowledgment of Notice of Award	



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (632) 8938-5267  
[www.psa.gov.ph](http://www.psa.gov.ph)

REQUEST FOR QUOTATION  
PR No. 25-04-0425

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item(s) and Specification(s), minimum	Unit	Quantity	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p>Meals and Snacks for the Gender Mainstreaming Evaluation Framework for Gender and Development Focal Point System on 19 to 21 May 2025</p> <p>19 to 21 May 2025 - 08:00AM to 05:00PM</p> <p>24th Floor, 2A Multifunction Hall, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City</p> <p>19 May 2025 AM Snacks (10:00AM to 10:15AM) (61 pax) Lunch (12:00NN to 01:00PM) (61 pax) PM Snacks (03:00PM to 03:15PM) (61 pax)</p> <p>20 May 2025 AM Snacks (10:00AM to 10:15AM) (57 pax) Lunch (12:00NN to 01:00PM) (57 pax) PM Snacks (03:00PM to 03:15PM) (57 pax)</p> <p>21 May 2025 AM Snacks (10:00AM to 10:15AM) (57 pax) Lunch (12:00NN to 01:00PM) (57 pax) PM Snacks (03:00PM to 03:15PM) (57 pax)</p> <p>Specs for Snacks (AM and PM) and Lunch - Buffet Style Catering Service: Reusable/Ceramic plates, Stainless Cutlery, Mugs/Glasses (Beverage), and Paper/Ceramic Cups (Coffee)</p> <p>Catering Requirements: Snacks (AM and PM) - Bread/Pasta/Kakanin Lunch - Rice, 3 Main Courses/Viands (Beef, Chicken, and Seafood), Soup, 1 Side Dish (Vegetables). Beverage (Juice/Iced tea), and Dessert - Free flowing coffee, candies, and nuts - Provision of tables with linen - Provision of ice cooler and ice - Provision of perculator and coffee essentials (creamer, sugar, tissue, stirrer, etc.) - Provision of plates, utensils, and trays - Provision of chafing dishes - Provision of takeaway meal boxes - Halal food - Provision of water dispenser and round water container (20L) - Send menu proposal - Send bill arrangement</p> <p>Serving Time: Free flowing coffee and tea at 07:00AM AM Snacks at 09:45AM Lunch at 11:45AM PM Snacks at 02:45PM</p> <p>Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for the Philippine Statistics Authority Meeting, Events and Other Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics</p>	lot	1				

  

Printed name of the authorized representative: _____		Signature: _____	
Name of Company: _____		Position: _____	
Address: _____		Email address: _____	
Fax No.: _____	Tel. No.: _____	Mobile No.: _____	
Date: _____			