



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 **Catering Services for the Finalization Workshop on the Preliminary 2024 Provincial Product Accounts** 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 **201,500.00** *Two Hundred One Thousand and Five Hundred 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**

JUN 17 2025 at 11:00 Am through email at 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

Minerva E. Esquivias

MINERVA ELOISA P. ESQUIVIAS

Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the ABC shall be rejected.
- Award of contract shall be made to the lowest calculated and responsive bid (LCRB).
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 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.
- The item/s shall be delivered according to the requirements specified in the Purchase Request (PR).
- The PSA shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specifications.
- 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.
- 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 and valid PhilGEPS Registration	Not later than <u>JUN 17 2025</u> at <u>11:00 Am</u>	Together with the quotation
Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: - if owner - Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS b. For Corporation - Notarized Secretary's Certificate and OSS c. Partnership - anyone of the partners, Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS	Upon acknowledgment of the Notice of Award	



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

REQUEST FOR QUOTATION

PR No. 25-06-0528

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
Catering Services for the Finalization Workshop on the Preliminary 2024 Provincial Product Accounts Date: 25 to 29 August 2025, 08:00AM to 05:00PM Venue: 24th Floor, Multifunctional Hall 2A, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City Mode of Payment: Send Bill No. of Participants: 62 pax	lot	1				
Details: 25 August 2025 AM Snack Tosilog (Pork Tocino + Sinangag + Cheesy Omelette), Banana, Canned Juice and Water Lunch Chicken Adobo, Beef Nilaga and Fish Fillet with Tartar Sauce, Steamed Rice, Mango Tapioca, Canned Juice and Water PM Snack Pancit Palabok with Puto Flan, Canned Juice and Water						
26 August 2025 AM Snack Longsilog (Chicken Longganisa, Garlic rice, Sunny-side up egg), Banana, Canned Juice and Water Lunch Chicken BBQ, Adobong sitaw, and Beef stroganoff, Misua soup with bola bola, Steamed rice, Fruit salad, Canned Juice and Water PM Snack Ginataang Mais with Turon, Canned Juice and Water						
27 August 2025 AM Snack Daing na bangus, Garlic rice, Sunny-side up egg, Banana, Canned Juice and Water Lunch Beef mechado, Fried tilapia, and Pinakbet, Monggo soup, Steamed rice, Mixed fresh fruits, Canned Juice and Water PM Snack Chicken Arrozcaldo with Fried Togue, Canned Juice and Water						
28 August 2025 AM Snack Corned beef, Rice, Sunny-side up egg, Banana, Canned Juice and Water Lunch Pininyahang manok, Creamy beef mushroom and Tortang talong, Egg drop soup, Steamed rice, Buko pandan, Canned Juice and Water PM Snack Pancit bihon canton (no pork) with Fried siopao, Canned Juice and Water						
29 August 2025 AM Snack Fried chicken strips, Rice, Sunny-side up egg, Banana, Canned Juice and Water Lunch Beef steak, Ensaladang talong, and Pritong lumpia (No Pork), Mushroom soup, Steamed rice, Leche flan, Canned Juice and Water PM Snack Chicken alfredo with Clubhouse sandwich, Canned Juice and Water						

Requirements: 1. Complete managed buffet table set up 2. Packaging: Recyclable (e.g. carton or paper made materials) Paper cups, Wooden spoon and fork 3. Provision of extra packaging for food take-outs 4. Provision of flowing coffee/tea/water and candies 5. Waiters and food attendant to assist for the entire duration of activity 6. Some of the participants are Muslims; Food preparations and serving must be sensitive to Islamic requirements (i.e. Halal) 7. The service provider must be based within Metro Manila						
<i>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 Philippine Statistics Authority Meetings, 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.</i>						
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X						
Total amount in words:						

Printed name of the authorized representative: _____ Signature: _____

Name of Company: _____ Position: _____

Address: _____ Email address: _____

Fax No.: _____ Tel. No.: _____ Mobile No.: _____

Date: _____