



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: December 6, 2022
RFQ No.: PSA-NCR-RO-22-148

Name of Company:	
Address:	
TIN:	
PhilGEPS Registration No.:	

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Catering Services for the Provincial Office Planning Workshop for PSA NCR PO IV**, in accordance with Section 53.10 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Catering Services for the Provincial Office Planning Workshop for PSA NCR PO IV	Ph115,200.00

Please quote your **best offer** in **lot** described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **12 December 2022 at 10:00 AM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

DOCUMENT	REMARKS
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
PhilGEPS Registration Number	
Income/Business Tax Return	

For any clarification, you may contact us at telephone no. **8362-6047** or email address at psa.ncr.robac@gmail.com


ANJINE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Technical specifications with asterisks () are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.]*

Technical Specifications:	Unit	Quantity	Statement of Compliance
<p>Catering Services for the Provincial Office Planning Workshop for PSA NCR PO IV</p> <p>Breakfast, lunch, and PM snacks</p> <p style="margin-left: 40px;">a. Breakfast inclusive of steamed rice, main course with at least two (2) viands, salad and/or soup, and fresh fruit/s;</p> <p style="margin-left: 40px;">b. Lunch inclusive of steamed rice, main course with at least three (3) viands of adult serving size, salad and/or soup, and fruits or dessert</p> <p style="margin-left: 40px;">Viand choices: 1 viand of chicken/pork/beef entrée 1 viand of seafood/fish entrée (no Cream Dory Fish) 1 viand of vegetables</p>	pax	144	

<p>c. PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread, boiled root crops, and 1 cold bottled juice/soda</p> <p>d. With the provision of free-flowing coffee with sugar and creamer; candies/mints and nuts, and biscuits during workshops.</p> <p>II. Other specifications:</p> <p>a. All meals for breakfast, lunch, and PM snacks for the whole duration of the activity should be delivered in packs with the provision of disposable cutleries.</p> <p>b. With one pax without pork menu in any meal for the whole duration of the activity.</p> <p>III. Additional requirement:</p> <p>a. Supplier must submit a menu proposal which will be evaluated by the end user. Menu proposal should include sets of food for each day for the choices of the end-user;</p> <p>b. Menu and serving sizes must be agreed upon by the end user's representative(s) before the awarding of the contract;</p> <p>c. The provider shall assign a point person to coordinate with the end-user regarding the</p>			
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<p>schedule of conduct of the activity and its requirements;</p> <p>d. The provider may be requested for food tasting by the end user to determine whether the meals to be served have passed the standards;</p> <p>e. The provider shall submit a copy of their business permit, sanitation permit, PhilGEPS Registration, Mayor's permit, Omnibus Sworn Statement, Income Tax Return (ITR), and all other government permits to PSA as to the PSA's requirements;</p> <p>f. The end-user shall have the right to visit (inspect) the business site of the provider to check sanitation and food handling</p> <p>g. To ensure timely delivery and high quality of the meals to be provided, the area of operations of the Provider must be within ten (10)-kilometer radius of the end user premises in Caloocan City.</p>			
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I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name

Date

FINANCIAL OFFER

Please quote your best offer for the item(s) below. Price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

Item Description	Unit Cost	Total Bid Price
144 pax		

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

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 Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. The PSA-NCR shall have the right to inspect office space to confirm their conformity to the technical specifications.
11. Payment will be made after receipt claim/invoice from the supplier.
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA NCR 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.
13. PSA NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of R.A 918, without incurring any liability to the affected bidder or bidders.
14. The bidders must submit menu choices aligned to the technical specification together with their proposal.
15. The bidder must submit sample picture of serving size (quantity of food) placed in regular 10.0" diameter dining plate.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es