



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 NATIONAL CAPITAL REGION



REQUEST FOR QUOTATION

Date: November 23, 2023
RFQ No.: PSA-NCR-RO-23-159

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **PSA NCR IV 2024 Provincial Office Planning Workshop**, in accordance with Section 53.10 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

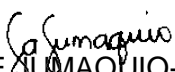
| LOT NO. | DESCRIPTION | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|---|--|
| 1 | PSA NCR IV 2024 Provincial Office Planning Workshop | Ph131,250.00 |

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 **29 November 2023 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 2023 Mayor's or Business Permit | In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 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. **8937-7738** or email address at a.jumaquio@psa.gov.ph


 ANJINETTE JUMAQUIO-ALONDAY
 ROBAC Secretariat


 BAMBIE A. VILLARUEL
 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>I. Activity: PSA NCR IV 2024 Provincial Office Planning Workshop</p> <p>II. Location : PSA NCR PO IV 4/F The Grandz Commercial Center Bldg., 1798 McArthur Highway, Monumento Caloocan City</p> <p>III. Date of activity: 05 – 07 December 2023</p> <p>IV. Number of Total Pax: 175 pax Dec 5 and 6, 2023- 56pax Dec 7,2023- 63 pax</p> <p>V. Meal inclusions:</p> <p>Breakfast, Lunch, and PM Snacks</p> <p>a. Breakfast: Choice of Egg 1 Main Dish Choice of Pasta/ Noodles Fruits</p> | pax | 175 | |

| | | | |
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| <p>Brewed Coffee Rice</p> <p>b. Lunch: Soup 2 Main Courses (Choice of Beef/ Chicken/ Pork) Fish or any seafood Vegetables Rice Dessert and fruits</p> <p>c. PM Snacks: Choice of Pasta/ Sandwiches/ Local Snacks</p> <p>d. With the provision of candies/crackers/peanuts and other finger foods and flowing coffee during the whole duration of the activity;</p> <p>VI. Other specifications:</p> <p>a. Delivery of food shall be as follows: Breakfast not later than 7:30 AM Lunch not later than 11:30 AM PM snacks not later than 2:30 PM</p> <p>VII Other Conditions:</p> <p>a. Managed buffet for breakfast & lunch, and plated PM snacks of adult serving size for the whole duration of the activity;</p> <p>b. The provider shall assign a point person to</p> | | | |
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| <p>coordinate with the end-user;</p> <p>c. When an activity has been re-scheduled or cancelled, the end-user reserves the right to cancel the catering services upon notice.</p> <p>d. The supplier must submit a menu proposal which will be evaluated by the end user. Menu proposals should include sets of food for each day for the choices of the end user;</p> <p>e. Menu and serving sizes must be agreed upon by the end user's representative(s) before a contract is awarded;</p> <p>f. Special meal considerations on the dietary requirements of participants who either do not eat pork or vegetables and the like;</p> <p><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></p> <p>With the provision of a 10% buffer.</p> | | | |
|---|--|--|--|

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 |
|------------------|-----------|-----------------|
| 175 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