



REQUEST FOR QUOTATION

Date: September 30, 2024
RFQ No.: PSA-NCR-RO-24-111

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

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Meals for Map and Data Processing of 2024 PopCen of PSA NCR PSO IV, City of Valenzuela** 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	Meals	Php59,000.00

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 **4 October 2024 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 2024 Mayor's or Business Permit	In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2024 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 rssoncrbac@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: Meals for Map and Data Processing of 2024 PopCen of PSA NCR PSO IV</p> <p>II. Location: PSA NCR PO IV, 4/F The Grandz Commercial Center Bldg., 1798 Mc Arthur Highway, Barangay 81, Caloocan City</p> <p>III. Date of Activity: 07 to 12 October 2024</p> <p>IV. Number of Pax: Batch 1: October 11 to 12, 2024 38 pax per day Batch 2: October 14 to 15, 2024 21 pax per day</p> <p>V. Approved Budget for Contract: PhP 59,000.00</p> <p>VI. Specifications:</p> <p>AM snacks: plain/fried rice, 3 viands such as eggs, bacon, hotdogs, fried dried fish, salted egg, etc., water, free flowing coffee, free kutkutin/ pica-pica (peanuts/peas/cornick, etc.)</p> <p>Lunch: plain/fried rice with atleast 3 viands (meat, fish, vegetables), fruit in-season, water, drinks (iced-tea/juice)</p>	<p>pax</p> <p>pax</p>	<p>76</p> <p>42</p>	

PM snacks: Filipino snacks/pancit (canton/bihon)/pasta/noodles/burger/sandwich, water, free flowing coffee, free kutkutin/ pica-pica (peanuts/peas/cornick, etc.)

VII. Other Specifications:

- a. Delivery of food shall be as follows:
AM Snacks not later than 7:30 AM
Lunch not later than 11:30 AM
PM Snacks not later than 2:30 PM
- b. Managed buffet for AM snacks, lunch, and PM snacks for the whole duration of the activity.
- c. The supplier shall provide safe packaging of food to prevent damage or deterioration during transit.
- d. The supplier must submit sample picture of serving size (quantity of food) placed in regular 10.0" diameter dining plate.
- e. 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 Meeting, Event, and Other Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.

VIII. Other Conditions:

- a. The provider shall assign a point person to coordinate with the end user.
- b. Delivery of the meals shall be made on 11 to 15 October 2024.
- c. When an activity has been rescheduled or cancelled, the end-user reserves the right to cancel the catering services upon notice.
- d. With the provision of candies/cracker/peanuts/pica-pica and other kutkutin foods.

e. With free-flowing coffee and purified water during the whole duration of the activity.			
f. Special meal considerations on the dietary requirements of participants who either do not eat pork or food containing allergens.			

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. The 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	Price Offer	Total Bid Price

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 9184, without incurring any liability to the affected bidder or bidders.
14. The supplier/service provider shall ensure the quality of food to be served maintaining high standards of sanitation. If the food served has indication of spoilage, the supplier/service provider shall make a substitution/replacement of food.
15. The unhygienic, or improper food handling services, or refusal to replace spoiled foods, or failure to deliver on time shall be grounds for the termination of the contract.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es