



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 2023 Mid-year Performance Review Session for ISMD 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 **65,800.00** Sixty Five Thousand Eight 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** 05 July 2023 at 11:00 AM through email at bac-secretariat@psa.gov.ph and bacsecretariat.psa@gmail.com.

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**

- 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 quotation which complies with the technical specifications, and other terms and conditions stated herein. This procurement project is to be awarded by lot.
- 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 2023 Mayor's/Business Permit and valid PhilGEPS Registration	Not later than <u>05 July 2023</u> at <u>11:00 AM</u> together with the quotation	In case not yet available, you may submit your expired Mayor's/Permit with Official Receipt of renewal application. However, a copy of your 2022 Mayor's/Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
Omnibus Sworn Statement (OSS)	together with the quotation	Notarized OSS shall be required to be submitted <b>upon submission of quotation</b> .



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

*Rue*  
*6/29*  
*1:45 PM*

REQUEST FOR QUOTATION

PR No. 23-06-0693

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
Procurement of Catering Services for 2023 Mid-year Performance Review Sessions for Infrastructure and Systems Management Division (ISMD)	lot	1				
Venue: 11th Floor, Pantry (Centris, Cyberpod 5) Date:06 to 07 July 2023						
AM Snacks for 47 Pax : Day 1 : tapa, fried egg, garlic rice, bottled water, brewed coffee Day 2: beef congee, spring rolls, iced tea, brewed coffee						
Lunch for 47 Pax: Day 1: roast beef in mushroom sauce, sweet and sour fish fillet, steamed broccoli, steamed rice, fresh fruits bottled iced tea Day 2: nido soup, slow-roast beef roulades, chicken cordon bleu with cheese sauce, steamed rice, fresh garden salad, mango sago, free flowing coffee, iced tea						
PM Snack for 47 Pax: Day 1: tuna spaghetti, garlic bread, free flowing coffee, iced tea Day 2: baked macaroni, garlic bread, free flowing coffee, iced tea						
*Inclusions Assisted Buffet Elegant Buffet table setup Silverware and Glassware Waiter Service Assorted candies,nuts or chips *Note Number of Muslim Participant (1) Send Bill Arrangement Send Menu Proposal Provide an extra rice for lunch *Please submit proposal						
NOTE: Please attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number.						
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: \_\_\_\_\_