



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 **Meals for Task Force Training and Training of Trainers on the Guidelines on RA 11642 (Domestic Adoption) and RA 11767 (Foundling Recognition and Protection Act)** 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 **Php 350,000.00** Three Hundred Fifty Thousand Pesos

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** 24 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 calculated and responsive bid (LCRB).
- 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>24 July 2023</u> at <u>11:00 AM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



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

**RECEIVED**  
**GSD Procurement**

Name: One  
 Date: 7/18  
 Time: 3:20 pm

REQUEST FOR QUOTATION

PR No. 23-07-0738

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
<b>Meals - Task Force Training and Training of Trainers on the Guidelines on RA 11642 (Domestic Adoption) and RA 11767 (Foundling Recognition and Protection Act)</b>						
<b>Task Force Training (Central Office) ( 07-11 August 2023 ) 5 days</b>	pax	50				
AM Snacks - Sandwich ham w/cheese (1st day), Arrozcaldo w/ egg (2nd day), Beef mami (3rd day), Special pancit canton(4th day), lomi (5th day) and Juice in can/bottled water in every meal  Lunch - composed of appetizer, main dish (rice, pork or beef, chicken, vegetable, soup, dessert and drinks)  PM Snacks - Cheese Burger (1st day), Spaghetti (2nd day), Bibingka w/ keso (3rd day), Beef Baked Macaroni (4th day), Carbonara (5th day) and Juice in can (pineapple or mango) in every meal ***With free flowing coffee in every day***						
<b>Training of Trainers (Field Participants) online ( 14-18 August 2023 ) 5 days</b>	pax	50				
AM Snacks - Beef Baked Macaroni (1st day), Arrozcaldo w/ egg (2nd day), Beef mami (3rd day), Sandwich ham w/cheese (4th day), lomi (5th day) and Juice in can/bottled water in every meal  Lunch - composed of appetizer, main dish (rice, pork or beef, chicken, vegetable, soup, dessert and drinks)  PM Snacks - Special pancit canton (1st day), Spaghetti (2nd day), Bibingka w/ keso (3rd day), Cheese Burger (4th day), Carbonara (5th day) and Juice in can (pineapple or mango) in every meal ***With free flowing coffee in every day***						
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: \_\_\_\_\_