



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 the PSA 10th Anniversary Celebration  
 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 999,260.00 *Nine Hundred Ninety Nine Thousand Two Hundred Sixty 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**

10 August 2023 at 11:00am through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

For any clarification, you may contact us at telephone no. **(02) 8374-8263** or email address at [gsdprocurement.psa@gmail.com](mailto:gsdprocurement.psa@gmail.com)

*Minerva Eloisa P. 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>10 Aug 2023</u> at <u>11:00am</u>	Together with quotation.
Omnibus Sworn Statement (OSS)		
2022 Income Tax Return (ITR)	together with the quotation	



Management System  
 ISO 9001:2015  
 www.tuv.com  
 ID: 310040991



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

**RECEIVED**  
**GSD Procurement**

Name: Neil  
 Date: 8/3  
 Time: 4:48 PM

REQUEST FOR QUOTATION  
PR No. 23-07-0830

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 for the PSA 10th Anniversary Celebration</b>	Lot	1				
<b>Date: 12 September 2023</b>						
AM Snacks - 2,060pax individually packed						
Lunch - 1,886pax individually packed and buffet set-up for 50 pax						
PM Snacks - 1,886pax individually packed						
The provider must send the proposed menu at least one week before the event						
The provider must be willing to distribute the meals to Centris 1,3,5 and East Ave., Offices						
For the buffet set-up at East Ave.:						
-with table arrangements						
-provision of plates and utensils						
-provider shall guarantee the provision of sufficient number of qualified, trained, courteous and capable personnel who observes proper hygiene and shall be required to wear appropriate uniform						
-The provider must ensure that atleast 10 individually packed meals are for Muslin Participants						
Send bill Arrangements						

Printed name of the authorized representative \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Date: \_\_\_\_\_