



**REQUEST FOR QUOTATION**

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to

procure Meals provision for the conduct of SPUCD's Planning Workshop  
 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 **14,300.00** Fourteen Thousand Three 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**

22 September 2023 at 11:00AM 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

*M. 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>22 Sep 23</u> at <u>11:00AM</u>	Together with the quotation.



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

**RECEIVED**  
**GSD Procurement**  
 Name: Jeremy  
 Date: SEP 21 2023  
 Time: 1600

REQUEST FOR QUOTATION  
PR No. 23-09-1009

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
Meals provision for the conduct of SPUCD's Planning Workshop	Lot	1				
Date: 05 and 06 October 2023 (11 pax)						
Meals: AM Snacks, Lunch and PM Snacks						
Free flowing brewed coffee, hot chocolate and/or tea at the training venue for the entire duration of the training program with assorted candies, nuts or chips and biscuits						
Buffet lunch inclusive of steamed rice, main course with atleast three (3) viands, salad or soup, dessert, and one (1) round of cold drinks/bottled water						
Provision of Plates and utensils						
AM Snacks inclusive of atleast a combination of pasta or noodles, sandwich or bread with sweets (pastries, cookies, etc.) and one (1) round of cold water/bottled water						
Water and Coffee station/s with cups for the participants						
The provider shall guarantee the provision of sufficient number of qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean and appropriate uniform and identification (ID) card per batch						
Send Bill Arrangements						
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: \_\_\_\_\_