



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to procure Meals for the Conduct of UCDMS 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 **Php 58,500.00** Fifty-Eight Thousand Five 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** 28 September 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 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 or valid PhilGEPS Registration | not later than <u>28 September 2023</u> | together with the quotation |
| Notarized Omnibus Sworn Statement | at <u>11:00 PM</u> | |



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: 16:00

REQUEST FOR QUOTATION
PR No. 23-09-1015

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 for the conduct of UCDMS Planning workshop on 19-20 October 2023 | pax | 45 | | | | |
| Venue: 11th floor, Pantry Room, PSA Office, Eton Centris Cyberpod 5, Diliman, Quezon City | | | | | | |
| AM Snack, Lunch, PM Snack | | | | | | |
| Free Flowing Brewed Coffee at the training venue for the entire duration of the training program with assorted chips or biscuits | | | | | | |
| Water and Coffee station/s with cups for the participants | | | | | | |
| Buffet lunch inclusive of steamed rice, main course with atleast 3 viands, salad or soup, dessert, and one (1) round of cold drinks/bottled water | | | | | | |
| AM and PM Snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweets (Pastries, cookies, etc.), and one round of cold drinks/bottled water | | | | | | |
| Notes | | | | | | |
| Provision of plates and utensils | | | | | | |
| Rate is inclusive of taxes | | | | | | |
| The Provider shall guarantee the provision of sufficient number of qualifie, trained, courteous and capable personnel who observes proper hygiene and shall be required to wear and appropriate uniform identification card | | | | | | |
| Send Bill Arrangement, wherein payment shall be made after the conclusion of the event and upon receipt and approval of PSA of the final billing invoice from the winning bidder/service provider | | | | | | |
| 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: _____