



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 **Procurement of Packed Meals for the conduct of the PRO ManCom Meeting (10 Batches)** which shall follow **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 234,000.00** **TWO HUNDRED THIRTY FOUR THOUSAND 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** **MAR 11 2024** 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**

*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 2024 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <b>MAR 11 2024</b> at <b>11:00am</b>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



Management System  
 ISO 9001:2015  
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PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
 Telephone: (632) 8938-5267  
 www.psa.gov.ph

**RECEIVED**  
**GSD Procurement**  
 Name: Badr  
 Date: 3/4  
 Time: 10:57

REQUEST FOR QUOTATION  
PR No. 24-02-0147

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>Procurement of Packed Meals for the conduct of the PRO ManCom Meeting (10 Batches)</b>						
Batch 2: 30 April 2024	packs	40				
Batch 3: 28 May 2024	packs	40				
Batch 4: 25 June 2024	packs	40				
Batch 5: 30 July 2024	packs	40				
Batch 6: 27 August 2024	packs	40				
Batch 7: 24 September 2024	packs	40				
Batch 8: 29 October 2024	packs	40				
Batch 9: 26 November 2024	packs	40				
Batch 10: 17 December 2024	packs	40				
Food:						
Lunch - atleast three (3) viands, (e.g. Pork, Beef, Chicken, Vegetable, Seafood), soup, rice, dessert and drinks						
AM Snacks - inclusive atleast a combination of pasta or noodles and sanwich or burger, drinks etc.						
PM Snacks - inclusive atleast a combination of pasta or noodles and sanwich or burger, drinks etc.						
Inclusion: Juice or Soda per meal						
Free Flowing Coffee and/or tea						
Specs for AM Snacks, Lunch and PM Snacks: Cutlery						
Note: Food Service and packaging shall be in compliance with the office Memorandum No. 2023-178, entitled " Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, Events, and Other Activities, Mandating the Use of Ecologically Sustainable Products for Packaging Material and Prohibition on the Use of Styrofoam and Single-use Plastics"						
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: \_\_\_\_\_