



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 Q1 2024 Directorate Meeting** 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 210,000.00** *Two Hundred Ten 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** 08 MAR 2024 at 11:00 PM 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
 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 <u>08 MAR 2024</u> at <u>11:00 PM</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS)		



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

REQUEST FOR QUOTATION

PR No. 24-03-0215

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 Q1 2024 Directorate Meeting	packs	70				
<p>Date of Activity: 12 to 14 March 2024</p> <p>Meals: AM Snacks, Lunch, PM Snacks, and Dinner (3 days for 70 pax) *please see attached requested menu</p> <p>Other Requirements: -Send bill arrangement -Provision of coffee station -Provision of mineral water (for the dispenser) and glass (no bottled water)</p> <p><i>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 or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics</i></p>						
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: _____



**MEALS FOR THE Q1 2024 DIRECTORATE MEETING
(70 PAX)**

12 March 2024

AM Snack : Beef Lasagna

Lunch : Rice
Daing na Bangus
Chicken Inasal
Ginataang Sitaw at Kalabasa (no pork)
Banana
Canned Juice

PM Snack : Banana Cue

Dinner : Rice
Salisbury Steak (no pork)
Fried Chicken
Fresh Lumpia with Sauce (no pork)
Sliced Watermelon
Canned Juice

13 March 2024

AM Snack : Chicken Hotdog Sandwich

Lunch : Rice
Relyenong Bangus
Beef Tapa
Ginisang Ampalaya with Egg
Banana
Canned Juice

PM Snack : Kamote Cue

Dinner : Rice
Fried Galunggong/Matambaka
Chicken Tinola
Pakbet
Sliced Watermelon
Canned Juice

14 March 2024

AM Snack : Carbonara

Lunch : Rice
Beef Stroganoff
Miswa with Patola and Meatballs
Fried Tilapia
Banana
Canned Juice

PM Snack : Turon with Puto

Dinner : Rice
Beef Caldereta
Chopsuey (no pork)
Chicken Pastel
Sliced Watermelon
Canned Juice



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