



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure Meals for the Q2 2024 Directorate Meeting on 25 to 27 June 2024 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 **210,000.00** Two Hundred Ten 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** JUN 18 2024 at 11:00am through email at 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

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 2024 Mayor's/Business Permit and valid PhilGEPS Registration Supporting document/s to be submitted as may be applicable: a. For Sole Proprietorship: - if owner - Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS b. For Corporation - Notarized Secretary's Certificate and OSS c. Partnership - anyone of the partners, Notarized OSS - if authorized representative - Notarized Special Power of Attorney and OSS	Not later than JUN 18 2024 at <u>11:00am</u>	Together with the quotations.

REQUEST FOR QUOTATION

PR No. 24-06-0591

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 Q2 2024 Directorate Meeting	lot	1				
Date of Activity: 25 to 27 June 2024						
Time Duration: 6:00AM to 8:00PM						
No. of Participants: 70 pax						
AM Snacks, Lunch, PM Snacks and Dinner (3 days for 70 pax) (Please see attached requested menu)						
Other Requirements:						
- Buffet set up						
- Provision of Coffee Station with cups						
- Provision of Mineral Water (for the dispenser) and Glass (no bottled water)						
- Provision of plates and utensils						
- Provision of Service Staff from AM Snacks to Dinner						
- Send bill arrangement						
<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>						
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x						
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 Q2 2024 DIRECTORATE MEETING
(70 PAX)

25 June 2024

- AM Snack : Beef Lasagna
- Lunch : Rice
Daing na Bangus
Chicken Inasal
Pork Adobo
Ginataang Sitaw at Kalabasa (no pork)
Banana
Buko Pandan
Canned Juice
- PM Snack : Banana Cue
- Dinner : Rice
Salisbury Steak (no pork)
Fried Chicken
Lechon Kawali
Fresh Lumpia with Sauce (no pork)
Sliced Watermelon
Leche Flan
Canned Juice

26 June 2024

- AM Snack : Carbonara
- Lunch : Rice
Relyenong Bangus
Beef Tapa
Chicken Afritada
Ginisang Ampalaya with Egg
Banana
Fruit Salad
Canned Juice
- PM Snack : Kamote Cue

Dinner : Rice
Ginataang Tuna
Soy Garlic Chicken Wings
Pakbet
Pork Humba
Sliced Watermelon
Canned Juice

27 June 2024

AM Snack : Sotanghon Guisado (no pork)

Lunch : Rice
Beef Lumpia
Chicken Adobo
Fried Tilapia
Pork Sinigang
Banana
Canned Juice

PM Snack : Turon with Puto

Dinner : Rice
Beef Caldereta
Chopsuey (no pork)
Roasted Chicken
Banana
Grilled Liempo
Canned Juice

