



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 and Snacks for Workshop on the Compilation of Provincial Value of Production in Agriculture and Fisheries from 06 to 07 August 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 **Php 31,200.00**

**Thirty One Thousand Two Hundred**

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**

**JUL 19 2024** at **11:00am** through email at

[bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph) and [bacsecretariat.psa@gmail.com](mailto: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](mailto: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 or valid PhilGEPS Registration	not later than <b>JUL 19 2024</b> at <b>11:00am</b>	together with the quotation



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

REQUEST FOR QUOTATION  
PR No. 24-07-0742

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>Meals and Snacks for Workshop on the Compilation of Provincial Value of Production in Agriculture and Fisheries from 06 to 07 August 2024</b>	lot	1				
Venue: Meeting Room 2 and 3, 21st Floor, PSA New Building						
Mode of Payment: Send Bill						
24 pax						
Details:						
<b>06 August 2024 (24pax)</b>						
<b>AM Snack</b>						
Lasagna						
Garlic Bread						
Canned Juice						
<b>Lunch</b>						
Crab Corn Soup						
Pinakbet						
Fried Tilapia						
Chicken Afritada						
Steamed Rice						
Leche Flan						
Canned Juice						
<b>PM Snack</b>						
Hamburger with Fries						
Canned Juice						
<b>07 August 2024</b>						
<b>AM Snack</b>						
Bihon Canton						
Garlic Bread						
Canned Juice						
<b>Lunch</b>						
Nilagang Baboy (Soup)						
Monggo						
Fried Galonggong						
Pork Adobo						
Steamed Rice						
Buko Salad						
Canned Juice						
<b>PM Snacks</b>						
Ensaymada						
Canned Juice						
Requirements						
1. Managed Buffet Lunch, and packed AM and PM Snacks						
2. Packaging: Recyclable (e.g, carton or paper made materials) Paper Cups,						
3. Provisions of flowing coffee/tea/water/ and candies						
4. Waiters/Staff to assist for the entire duration of activity						
Food service and packaging shall be in compliance with 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 of Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.						
Printed name of the authorized representative: _____						
Name of Company: _____						
Address: _____						
Fax No.: _____						
Tel. No.: _____						
Mobile No.: _____						
Date: _____						
Signature: _____						
Position: _____						
Email address: _____						