

## **REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to								
procure	procure Meals for the QMS Internal Quality Audit Planning and Briefing on 06 to 07 August 2024							
which shall be undertaken in accordance with Section 53.9 (Small Value Procurement)								
of the 201	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 65,000.00 Sixty Five 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 <b>not later than</b> All6 0 5 2024 at \(\lambda \tau \lambda \lambda \lambda \lambda \lambda \tau \lambda \tau \lambda \lambda \tau \lambda \tau \lambda \tau \lambda \tau \lambda \tau \tau \lambda \tau \tau \tau \tau \tau \tau \tau \ta								
	For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at							
gsdprocure	ement.psa@gmail.com							
AMID gniuas								
	MINERVA ÉLOISA P. ESQUIVIAS							
	hairperson, Bids and Awards Committee							
	TERMS AND CONDITIONS							
1	Bidders shall provide correct and accurate information required in this form.							
	Price quotattion/s must be valid for a period of <b>thirty (30) calendar days</b> from the date of submission.							
	Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.							
	Quotations exceeding the ABC shall be rejected.							
	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 detrmine 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).							
	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 thanAUG0_52024 at\\	Together with the quotation		
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	Upon ac	knowledgment of the Notice of Award		



## REQUEST FOR QUOTATION PR No. 24-07-0798

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 QMS Internal Quality Audit Planning and Briefing on 06 to 07 August 2024	lot	1					
Managed buffet for 50 pax: Reusable plates, mugs, and cutlery							
Day 01: 06 August 2024							
AM Snack :							
1 Boiled Egg							
2 pcs Suman							
Slices of Ripe Mango							
1 Boiled Saging na Saba Water							
Lunch Meal:		-					
Fish dish		<b> </b>					
Beef dish/Chicken dish		1					
Vegetables							
Fresh Fruit							
Rice							
Water							
(Canned) Juice/iced tea/softdrinks							
PM Snack : Pancit							
Clubhouse Sandwich		-					
Water		-					
7700	<b></b>						
Day 02 : 07 August 2024							
AM Snack :							
Sopas/Lugaw/Mami							
Sandwich							
Water							
Lunch Meal:							
Fish dish  Beef dish/Chicken dish	-	-					
Vegetables	<del> </del>			<del> </del>			
Dessert							
Rice							
Water							
(Canned) Juice/iced tea/softdrinks							
PM Snack :							
Pasta		ļ					
Shanghai Water							
Other specifications:		-					
Free flowing coffee and tea (shall be served in pots instead of		<b></b>					
providing coffee in sachets. Condiments shall also be served in		-			<b> </b>		
reusable bottles, bowls, or dispensers)							
-send menu proposal							
-send bill arrangement							
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.							
X-X-X-X-X-X-X-X-X-X-X-X-X-X-X							
Total amount in words:				L		l	
Printed name of the authorized representative: Signature:							
Name of Company:				Position:			
Address:Email address:							
Fax No.: Tel. No.:	No.:Mobile No.:						
Date:							