



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 28th PSQ National Finals on 04 to 05 December 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 **333,000.00** **Three Hundred Thirty Three 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** **07 DEC 2024** at **11:00 am** 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

- Bidders shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** 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).
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
- 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.
- 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.
- 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.
- 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>07 DEC 2024</u> at <u>11:00 am</u>	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 acknowledgment of the Notice of Award	



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

REQUEST FOR QUOTATION

PR No. 24-11-1247

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 28th PSQ National Finals	lot	1				
Date of Activity: 04 to 05 December 2024						
Time Duration: 8:00AM to 8:00PM						
No. of participants: 180pax						
04 December 2024						
Lunch						
Fried Tilapia						
Beef Kare-Kare						
Pinakbet						
Banana						
Rice						
Canned Juice						
PM Snacks						
Cheeseburger with toasted bread						
Canned Juice						
Dinner						
Salisbury Steak						
Soy Garlic Chicken Wings						
Sipo Egg						
Rice						
Banana						
Canned Juice						
05 December 2024						
AM Snacks						
Lasagna with toasted bread						
Canned Juice						
Lunch						
Baked Salmon						
Creamy Beef with Mushroom						
Kani Salad						
Banana						
Rice						
Canned Juice						
PM Snacks						
Creamy Carbonara with toasted bread						
Canned Juice						
Dinner						
Chicken Adobo						
Fish fillet with tartar sauce						
Tortang Talong						
Rice						
Banana						
Canned Juice						

Other Requirements:						
- Buffet set up						
- Strictly NO PORK for all menu						
- Provision of Coffee Station with cups, sugar, creamer, and stirrer						
- Provision of Mineral Water (for the dispenser) and Glass						
(no bottled water)						
- Provision of plates and utensils						
- Provision of seat cover, table cover and centerpiece (18 tables)						
- Table skirting for the buffet table with decorations (2 buffet stations)						
- 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: _____