



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through the Bids and Awards Committee (BAC), intends to

procure	Catering	Services	for Condu	ct of the Training of Traine	rs on the 2025 Live	estock and Poultry Surveys on 05 to 07 February 2025
which shall be undertal	en in accord	ance with			Section	53.9 (Small Value Procurement)
of the 2016 Revised Im	plementing F	Rules and	Regulations	of Republic Act No. 9184, v	vith an Approved Bu	adget of the
Contract (ABC) in the a	mount of	Php	52,650.00		Fifty Two Th	ousand Six Hundred Fifty Pesos Only
Please que	te your best	offer for t	he item/s d	escribed herein, subject to	the Terms and Cor	ditions provided
below. Submit your quo	tation duly s			luly authorized representativ	e not later than	
7: 8 JAN 7775	at	11.0	0 au	_ through email at		bac-secretariat@psa.gov.ph
For any cla	rification, yo	ı may con	tact us at te	elephone no. (02) 8374-8263	or email address a	t
gsdprocurement.psa@gn	nail.com					Mm a
						Musogminas
						MINERVA ELOISA P. ESQUIVIAS Chairperson, Bids and Awards Committee
				TERMS AN	ND CONDITIONS	
4 0000000000000000000000000000000000000			ata informati	on required in this form		g

- 1 Bidders shall provide correct and accurate information required in this form.
- 2 Price quotattion/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).
- 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).
- 9 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 2025 Mayor's/Business Permit or valid PhilGEPS Registration	not later than 2 8 JAN 2025		together with the quotation		
Omnibus Sworn Statement (OSS) Supporting document to be submitted, as may be applicable: a. For Sole Proprietorship - If owner, the Notarized OSS; - If authorized representative-Notarized Special Power of Attorney & OSS b. For Corporation - Notarized Secretary's Certificate c. Partnership-anyone of the partners, OSS	Upon acknowledgment of Notice of Award				





PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101

Telephone: (632) 8938-5267

www.psa.gov.ph

Tel. No.:

Fax No.:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows: Compliance with Total Amount echnical Specifications Unit Quantity **Unit Price** (VAT Item(s) and Specification(s), minimum (pls. check) Inclusive) Yes No Catering Services for Conduct of the Training of Trainers on the 2025 Livestock and Poultry Surveys for 27 pax lot 1 Date: 05 to 07 February 2025 Venue: 16th Floor, Conference Hall 1 and 2, PSA Headquarters, PSA Complex, East Avenue, Diliman, Quezon City First Day: 05 February 2025 Snacks (AM) Meals (Lunch) Snacks (PM) Second Day: 06 February 2025 Snacks (AM) Meals (Lunch) Snacks (PM) Third Day: 07 February 2025 Snacks (AM) Meals (Lunch) Snacks (PM) Specs for AM/PM Packaging: Recyclable (e.g.,carton or paper-made material, wooden spoon, and fork, paper cups, paper straw) Combination of any of the following: pasta/pancit, congee, native cake, sandwich and juice/softdrinks Specs for Lunch Buffet style catering services: Reusable plates, mugs, and cutlery Other Requirements: - Atleast (3) main course/entrees (chicken, p;ork, beef / fish) plus rice, vegetables, dessert - Strictly no cream dory/ fish fillet - Free Flowing of coffee/tea/water/chocolate/mixed nuts - Send menu proposal - Send bill arrangements 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. Printed name of the authorized representative: Signature: Name of Company: Email address: Address

Mobile No.: