



REQUEST FOR QUOTATION

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

procure Meals for the 16th National Convention on Statistics (NCS) Organizing Committee and Working Groups Meeting 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 131,400.00** One Hundred Thirty One Thousand Four Hundred 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**

FEB 18 2025 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 2025 Mayor's/Business Permit and valid PhilGEPS Registration	not later than <u>FEB 18 2025</u> at <u>11:00am</u>	together with the quotation
Notarized Omnibus Sworn Statement (OSS) 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 acknowledgement of the Notice of Award



REQUEST FOR QUOTATION
PR No. 25-02-0101

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 16th National Convention on Statistics (NCS) Organizing Committee and Working Groups Meeting	lot	1				
No. of pax: 15 to 82pax						
Location: PSA Headquarters, PSA Complex, East Ave., Diliman, Quezon City						
Food Requirements: 1. AM or PM Snacks (pasta/noodles with bread/puto) 2. With Soda or Juice 3. Free flowing coffee and tea and purified drinking water in the function room						
Organizing Committee (4 Meetings) -45pax 1st Meeting - 21 February 2025 2nd Meeting - 24 April 2025 3rd Meeting - 28 August 2025 4th Meeting - 25 September 2025						
Overall Secretariat and Working Group on Programs and Awards - 15 pax 1st Meeting - 04 March 2025 2nd Meeting - 15 May 2025 3rd Meeting - 10 July 2025 4th Meeting - 06 August 2025						
Working Group on Advocacy and Promotions - 22 pax 1st Meeting - 05 March 2025 2nd Meeting - 16 May 2025 3rd Meeting - 11 July 2025 4th Meeting - 07 August 2025						
Working Group on Scientific Program - 82 pax 1st Meeting - 07 March 2025 2nd Meeting - 23 May 2025 3rd Meeting - 04 July 2025 4th Meeting - 15 August 2025						
Working Group on Finance - 24 pax 1st Meeting - 07 March 2025 2nd Meeting - 23 May 2025 3rd Meeting - 04 July 2025 4th Meeting - 15 August 2025						
Working Group on Arrangement, Registration and General Services - 31 pax 1st Meeting - 07 March 2025 2nd Meeting - 23 May 2025 3rd Meeting - 04 July 2025 4th Meeting - 15 August 2025						
Other Requirements: 1. Mode of payment: Send Bill Arrangement 2. Price Quotation/s validity: Must be valid for a period of thirty calendar days from the date of submission 3. Include menu upon submission of bid						
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.						
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: _____