



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 Culmination on the 35th Civil Registration Month - General Assembly and 5th NCRVS Quiz Bee on 27 to 28 February 2025**

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 640,000.00** *Six Hundred Forty 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**

18 FEB 2025 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 2025 Mayor's/Business Permit or valid PhilGEPS Registration	not later than 18 FEB 2025 at 11:00 am	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	
2023 Income Tax Return (ITR)		



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

REQUEST FOR QUOTATION
PR No. 25-02-0109

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 - Culmination on the 35th Civil Registration Month - General Assembly and 5th NCRVS Quiz Bee 27 February 2025 - Lunch & PM Snacks (managed buffet) 60 pax - Quiz Bee dry-run @ 24th Floor, Rm 1A-1B 40 pax - GA preparation @ 7th Flr, Basketball Court, PSA Headquarters, PSA Complex, East Ave., Quezon City 28 February 2025 - Lunch - General Assembly @ 7th Flr, Basketball Court and Quiz Bee Proper @ 24th Flr., PSA Headquarters, PSA Complex, East Ave., Quezon City 1,500 packed @ 7th Flr 100 pax (managed buffet) @ 24th Flr., Rm 1A-1B 28 February 2025 - AM Snacks and PM Snacks 100 pax - Quiz Bee Proper @ 24th Flr., PSA Headquarters, PSA Complex, East Ave., Quezon City ***Buffet Style Catering Service: Reusable plates, mugs, cups, and cutlery **Packaging: Recyclable (e.g. cartoon or paper-made material, wooden spoon and fork, paper cups) 'Food Requirements: (Send Menu) AM / PM snacks: Bread/ Pasta/Kakanin with drinks Lunch: Composed of appetizer, main dish (rice, beef mechado/seafood, chicken or beef), vegetable soup, dessert and drinks (separate bottled water for the VIPs - 100 bottles) Free overflowing coffee and candies Provision of Food for Muslim is Necessary Other Food Requirements: (No Cream Dory) 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 the Philippine Statistics Authority Meetings, Events, and Other Activities, Mandating the Use of Ecologically Sustainable Products for Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics". ***Please Submit Proposal Mode of Payment: Send Bill	lot	1				

Printed name of the authorized representative: _____	Signature: _____
Name of Company: _____	Position: _____
Address: _____	Email address: _____
Fax No.: _____ Tel. No.: _____	Mobile No.: _____
Date: _____	