



REQUEST FOR QUOTATION

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

procure **Catering Services for the Onsite Workshop and Estimation on the 2022 to 2024 Regional Accounts of the Philippines** 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 363,350.00** *Three Hundred Sixty Three Thousand Three Hundred Fifty 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**

MAR 07 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 PhiGEPS Registration	not later than <u>MAR 07 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. 25-02-0129

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
Catering Services for the Onsite Workshop and Estimation on the 2022 to 2024 Regional Accounts of the Philippines	lot	1				
Date: 07 to 11 April 2025, <i>08:00 AM to 05:00 PM</i>						
Venue: Multifunction Hall 1A, 24th Floor, PSA Complex, East Avenue, Diliman Quezon City						
07 to 09 April 2025 - 95pax 10 to 11 April 2025 - 127 pax						
07 April 2025 AM Snacks - Boneless bangus-silog (Fried boneless bangus, egg, and steamed rice), Lakatan banana, Juice and Water Lunch - Beef Kare-kare with bagoong, Fried Chicken with gravy, Tofu-sisig(no pork), Steamed rice, Fruit Salad, Water and Juice PM Snacks - Lasagna with garlic bread (no bread), Juice and Water 08 April 2024 AM Snack - Arroz a la Cubana (Sauted ground beef, fried banana, egg, and steamed rice, Juice and Water Lunch - Ginataang Gulay (Sitaw, Kalabasa, ect.), Chicken fillet with tartar sauce, Beef Stroganoff, Steamed Rice, Buko pandan, Juice and Water PM Snack - Baked mac with garlic bread, Juice and Water						
09 April 2025 AM Snacks - Tortang Talong with steamed Rice, Lakatan banana, Juice and Water Lunch - chopsuey with quail eggs, fish fillet with tartar sauce, pininyahang manok, steamed rice, leche flan, juice and water PM Snacks- Chicken alfredo with ham and cheese toast, juice and water 10 April 2025 AM Snacks - Chicken tapasilog (Chicken tapa, egg and steamed rice), Lakatan Banana, Juice and water Lunch - Buttered mixed vegetables, chicken inasal, sinigang na salmon, steamed rice, creme brulee, juice and water PM Snacks - Pansit Bihon Canton with toasted bread, Juice and Water						
11 April 2025 AM Snacks - Chicken embutido, egg and steamed rice Lunch - Caesar salad with croutons, Baked Salmon, Chicken Afritada, Steamed Rice, Mixed Fruits (Watermelon, Cantaloupe, Pineapple, Orange, etc.) PM Snacks - Goto with Boiled egg, Juice and Water						
Requiements: 1. Complete managed buffet table set up 2. Packaging: Recyclable (e.g carton or paper made materials), paper cups, wooden spoon and fork 3. Provision of extra packaging for food take-outs 4. Provision of flowing coffee/tea/water and candies 5. Waiters and food attendant to assist for the entire duration of activity 6. Some of the participants are muslis: Food preparation and serving must be sensitive to islamic requirements (i.e halal) <i>MODE OF PAYMENT : SEND BILL FROM</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.						
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: _____