



REQUEST FOR QUOTATION

The **Philippine Statistics Authority (PSA)** through the Bids and Awards Committee (BAC), intends to procure **Meals for Capacity Training on Enhanced eNGAS from 17 to 21 March 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 304,200.00** *Three Hundred Four Thousand Two Hundred Pesos*

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 PhilGEPS 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



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PR No. 25-02-0166

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 Capacity Training on Enhanced eNGAS	lot	1				
<p>Meal requirements: AM & PM Snacks, Lunch</p> <p>*March 17, 2025 for 95 pax</p> <p>*March 18, 2025 for 92 pax</p> <p>*March 19, 2025 for 93 pax</p> <p>*March 20, 2025 for 93 pax</p> <p>*March 21, 2025 for 95 pax</p> <p>*Buffet AM Snacks (no pork): composed of silog meals (e.g. tapsilog, chickensilog, bangusilog), hot choco or coffee</p> <p>*PM Snacks (no pork): composed of combination of any sandwich or burger and pasta, juice</p> <p>*Buffet Lunch: composed of salar bar/pastry, soup, main course (no pork): three dishes (chicken, beef, and seafood), one variant of vegetables and one pasta, rice, dessert</p> <p>*Drinks: at least one round of iced tea/juice per meal</p> <p>*Free-flowing brewed coffee/tea with coffee cups and stirre</p> <p>*Freshly cooked and prepared on the day of the activity</p> <p>*Must use eco-friendly packaging and/or utensils</p> <p>*Must provide high-end buffet table arrangement with cover</p> <p>*Must have to-go packaging materials ready</p> <p>*Catering service must be engaged in catering business for at least three years</p> <p>*Must have at least three servers in uniform for meals distribution</p> <p>*Menu must be provided through email within three calendar days from the receipt of the Contract</p> <p><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></p>						
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: _____