



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 Training on Leading Others as an Individual Contributor 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 78,000.00 Seventy Eight 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** Oct. 10, 2023 at 11:00AM through email at [bac-secretariat@psa.gov.ph](mailto:bac-secretariat@psa.gov.ph)

For any clarification, you may contact us at telephone no. (02) 8374-8263 or email address at [gspprocurement.psa@gmail.com](mailto:gspprocurement.psa@gmail.com)

**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 2023 Mayor's/Business Permit and valid PhilGEPS Registration Notarized Omnibus	Not later than <u>10/20/23</u> at <u>11:00AM</u>	together with the quotation



Management System  
 ISO 9001:2015



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

**RECEIVED**  
**GSD Procurement**

Name: [Signature]

REQUEST FOR QUOTATION  
PR No. 23-10-1139

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
<b>Meals for the Training on Leading Others as an Individual Contributor from 21 to 23 November 2023.</b>	lot	1				
<b>21 November 2023</b>						
AM Snacks						
Lunch						
PM Snacks						
<b>22 November 2023</b>						
AM Snacks						
Lunch						
PM Snacks						
<b>23 November 2023</b>						
AM Snacks						
Lunch						
PM Snacks						
<b>Catering Requirments:</b>						
- Free flowing coffee and tea						
- Provision of tables with linen						
- Provision of ice cooler and ice						
- Provision of perculator and coffee essentials (creamer, sugar, etc.)						
- Provision of plates, utensils, and trays						
- Provision of chafing dishes						
- Provision of galloons of water jugs (distilled/natural drinking)						
- Provision of candies or nuts						
<b>Serving Time:</b>						
AM Snacks at 10:00 AM						
Lunch at 12:00 NN						
PM Snacks at 03:00 PM						
<b>Food Restrictions: No pork for 2 pax</b>						
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: \_\_\_\_\_