



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Small Value Procurement as Alternative Modes of Procurement in procuring Catering Services for the 2024 ASPBI SICT Joint 2nd & 3rd Level Training on Data Processing with the following details:

Name of Project	Catering Services for the 2024 ASPBI SICT Joint 2nd & 3rd Level Training on Data Processing
Solicitation	2025-04-55-SOCD
Location	PSA RSSO V - Legazpi City
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 66,960.00
Contract Duration	May 26-30, 2025

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than 08:00 am, May 2, 2025 at 2/F PSA Building, Regional Government Center, Rawis, Legazpi City.


CECILLE A. BRIONES
RBAC Chairman 4/25/25

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
 1. Mayor's/Business Permit
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
7. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
8. Terms of Payment shall be made through check payable to the supplier.
9. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
10. Electronic submission of bids must be password protected, otherwise it will be rejected/disqualified.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Catering Services for the 2024 ASPBI SICT Joint 2nd & 3rd Level Training on Data Processing						
May 26, 2025						
AM snack	pax	24	P_____	P_____	()	()
Lunch	pax	24	P_____	P_____	()	()
PM Snack	pax	24	P_____	P_____	()	()
May 27, 2025						
AM snack	pax	24	P_____	P_____	()	()
Lunch	pax	24	P_____	P_____	()	()
PM Snack	pax	24	P_____	P_____	()	()
May 28, 2025						
AM snack	pax	24	P_____	P_____	()	()
Lunch	pax	24	P_____	P_____	()	()
PM Snack	pax	24	P_____	P_____	()	()
May 29, 2025						
AM snack	pax	26	P_____	P_____	()	()
Lunch	pax	26	P_____	P_____	()	()
PM Snack	pax	26	P_____	P_____	()	()
May 30, 2025						
AM snack	pax	26	P_____	P_____	()	()
Lunch	pax	26	P_____	P_____	()	()
PM Snack	pax	26	P_____	P_____	()	()
xxxxxx						
Please see attached specifications For official use of PSA RSSO V - SOCD				P_____		
				Total amount in words:		
Proposals shall be in accordance with the Scope of work and Technical Specifications (making use of the following criteria: availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with a WEIGHTED AVERAGE of NINETY PERCENT (90%) shall be considered responsive.						

Other requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name and Signature of authorized representative: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

Fax No. _____ Tel No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____

Do you have Mayor's/Business Permit ? ☐ Yes ☐ No

Philgeps Registration? ☐ Yes ☐ No

Printed Name and Signature of Canvasser: _____

Catering Services

2024 ASPBI SICT Joint 2nd & 3rd Level Training on Data Processing

May 26-30, 2025

DAILY MENU			
May 26, 2025	AM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Macaroni Soup with Egg Buko Juice 		
	LUNCH	Number of Pax:	24
	<ul style="list-style-type: none"> Wanton Soup Pork Bibimbap with sunny Side-up egg <i>(kimchi and sauce in a separate container/sauce plate</i> Rice Mango Graham Slice 		
	PM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Cheesy Maja Blanca Fresh Buko Juice 		
May 27, 2025	AM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Fresh Veggie salad roll with chicken strips Mayo Dip Fresh Mango Shake 		
	LUNCH	Number of Pax:	24
	<ul style="list-style-type: none"> Pininyahang Manok Rice Pinangat/Gulay na Dried Gabi Leche Flan 		
	PM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Pancit Canton Toasted Bread Pineapple Juice 		
May 28, 2025	AM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Mango Sticky rice Turon Hot choco 		
	LUNCH	Number of Pax:	24
	<ul style="list-style-type: none"> Ginisang Monggo Tuna fish steak (belly or buntot) Steamed Rice Buko Pandan 		
	PM SNACKS	Number of Pax:	24
	<ul style="list-style-type: none"> Pansit Malabon Fried Lumpia Pineapple Juice 		
May 29, 2025	AM SNACKS	Number of Pax:	26
	<ul style="list-style-type: none"> Clubhouse sandwich Fresh mango Juice 		
	LUNCH	Number of Pax:	26
	<ul style="list-style-type: none"> Egg Drop Soup Garlic mushroom burger steak Stir fry mixed veggies Rice Choco moist cupcake 		
	PM SNACKS	Number of Pax:	26
	<ul style="list-style-type: none"> Spaghetti Lumpia Pineapple juice in can 		
May 30, 2025	AM SNACKS	Number of Pax:	26
	<ul style="list-style-type: none"> Ginataang Saging, kamote, kamoteng kahoy (pinakro) Fresh Buko Juice 		
	LUNCH	Number of Pax:	26
	<ul style="list-style-type: none"> Carb and Corn Soup Gulay na Langka Fried Stuffed Tilapia Rice Banana 		
	PM SNACKS	Number of Pax:	26
	<ul style="list-style-type: none"> Arrozcaldo with Egg Fresh Buko Juice (without sugar) 		

Free flowing distilled/mineral water and coffee with creamer/sugar during training.

- Note:
- Prohibition on the use of Styrofoam and similar single-use plastic for packaging and catering service.
 - Reusable food ware such as plates, cutlery, containers, stirrers, mugs or cups for hot drinks, and glass for water and beverages should be utilized.
 - Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be served in reusable bottles, bowls, or dispenser.