



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 (AM or PM snacks) for CBMS convening of the Provincial/City/MCCBs with the following details:

Name of Project	Catering Services (AM or PM snacks) for CBMS convening of the Provincial/City/MCCBs
Solicitation	2024-01-001-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 271,800.00
Contract Duration	1st, 2nd, 3rd & 4th Quarter of 2024

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on January 10, 2024** at **PSA Albay, Ground Flr. PSA Bldg., Regional Government Center, Rawis, Legazpi City.**

CECILLE A. BRIONES
RBAC Chairman

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.

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 (AM or PM snacks) for CBMS convening of the Provincial/City/MCCBs 1st Quarter 2024 (Jan-Feb) 2nd Quarter 2024 (Mar-Apr) 3rd Quarter 2024 (Jul-Aug) 4th Quarter 2024 (Sep-Nov)	pax	435	P _____	P _____	()	()
	pax	459	P _____	P _____	()	()
	pax	459	P _____	P _____	()	()
	pax	459	P _____	P _____	()	()
	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 PSA 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. Please see attached specifications For official use of PSA Albay XXXXX					
			Total	P _____ Total amount in words:		

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 Convasser: _____

Request for Procurement of Catering Services

Title of Activity: CBMS Coneving of the P/C/MCCBs

Date/s of Activity: January to Dec ember 2024

Venue : TBA nad 18 Cities/Municipalities

Date of Meeting	Menu
1st Qtr. 2024 Jan-Feb	Cheeseburger with chips Nestea Lemon in bottle
2nd Qtr. 2024 Mar- Apr	Clubhouse sandwich Camote Fries Pineapple juice in can
3rd Qtr. 2024 July -Aug	Ham n Cheese sandwich French Fries Mango juice in can
1st Qtr. 2024 Sep - Nov	Chicken Sandwich Potato chips Nesta Apple (C2) in bottle

With free flowing water & coffee