



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 35th Civil Registration Month Activities with the following details:

Name of Project	Catering services for 35th Civil Registration Month Activities
Solicitation	2025-01-003-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 61,830.00
Contract Duration	February 3, 6, 14, and 22, 2025

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on January 28, 2025** 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. ITR
 4. 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
<p>Catering services for 35th Civil Registration Month Celebration Activities</p> <p>Breakfast, AM/PM snacks and Lunch for Eucharistics/Thanksgiving Mass, Motorcade, CRVS Quiz Bee on 3 February</p> <p>Snacks only for CRVS Quiz Bee Provincial Elimination on 6 February</p> <p>AM/PM Snacks and Lunch for the conduct of Training on RA 11642, RA 11767 and RA 11909 for PSA Albay personnel on 14 February</p> <p>Breakfast and Snacks for Coastal Clean-up & Informaion Dissemination on 22 February</p> <p>Breakfast for PSA Albay Personnel</p> <p>Snacks for Information Dissemination participants</p> <p><i>Specs</i></p> <p><i>Packaging: Recyclable (e.g. carton or paper-made materials, wooden spoon and cups, paper cups paper straw)</i></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 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.</i></p> <p><i>Please see attached specifications For official use of PSA Albay</i> XXXXX</p>	lot	37	P_____	P_____	()	()
	lot	25	P_____	P_____	()	()
	lot	30	P_____	P_____	()	()
	lot	31	P_____	P_____	()	()
	lot	50	P_____	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 Canvasser: _____


MENU FOR THE 35th CRM ACTIVITIES

	Kick-off	Quiz Bee Provincial	RA 11642,11909,11767	Coastal clean-up/Info Diss
	3-Feb-25	6-Feb-25	14-Feb-24	22-Feb-25
	37 pax	25 pax	30 pax	31 pax breakfast/50 pax snacks
BREAKFAST	Hot choco Tablea Garlic Fried Rice & Scrambled Egg Chicken Tocino w/ achara Banana Lakatan			Choco powder sachet Hardboiled egg Chao Fan Rice with longanisa Ponkan
AM SNACK	Bijon Guisado Empanada Lemon Iced tea in bottle		Hot choco tablea Bacon n cheese pancake sandwich	Cheeseburger Camote fries with mayo dip Lemon iced tea (C2)
LUNCH	Bulalo Soup Sweet n Sour Fish Brocoli with beef Plain Rice Mango Graham		Sinigang na bangus Lechon paksiw Chop suey Plain rice Buko salad	
PM SNACKS	Camote fries with mayo dip Tuna sandwich Pineapple juice in can	Potato chips with mayo dip Cheeseburger Iced tea (C2)	Sotanghon guisado Cheese bread Soda zero sugar in can	

SERVED WITH FREE FLOWING COFFEE/CREAMER AND PURIFIED DRINKING WATER.

Prepared by:

Approved by:


MARICOR M. PASIBE
 TWG BAC Member


CECIL G. BRONDIAL
 TWG BAC Head