



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSSO XIII (Caraga)

REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Meals and Snacks for January to March 2025 Agricultural Surveys' Trainings, Civil Registration Activities, Labor Force Survey Training and Press Conference Press Conference on Provincial Inflation Results**

Name of Project	Agri-Stat Trainings, Civil Registration, Labor Force Survey, CPI
Solicitation	ADS RFQ No. 2025-01-001
Reference No.	ADS PR No. 2025-01-004, 2025-01-005, 2025-01-006, 2025-01-008, 2025-01-009 and 2025-01-010
Location	PSA - AGUSAN DEL SUR
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 88,680.00
Date of Delivery	Lot 1: January 30, 2025 Lot 2: February 28, 2025 Lot 3: March 12-14, 19, & 27-28, 2025 Lot 4: February 28, 2025 Lot 5: February 3, 2025 Lot 6: February 12, 2025 Lot 7: January 27, 2025 Lot 8: February 14, 2025 Lot 9: March 14, 2025 Lot 10: February 6-7, 2025

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 9:00 A.M on January 22, 2025 the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

Pres P. Villarina
PRESA P. VILLARINA
 RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
- 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.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 1:						
Activity: February 2025 Rice and Corn Stocks Survey (RCSS): Commercial and Household Training						
ABC: 5,400.00						
Date of Activity: January 30, 2025						
Item 1: AM Snack (Fresh juice and siopao)	pax	4	_____	_____		
Item 2: Meal/Lunch Beef steak, fish escabeche and pancit, fruits, Fresh Juice, Unlimited Rice	pax	4	_____	_____		
Item 3: PM Snack (tsokolate and biko)	pax	4	_____	_____		
Activity: February 2025 Monthly Palay and Corn Situation Report (MPCSR) Training						
Date of Activity: January 30, 2025						
Item 1: AM Snack (Fresh juice and empanada)	pax	6	_____	_____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey, fruits, Fresh Juice, Unlimited Rice	pax	6	_____	_____		
Item 3: PM Snack (Fresh Juice and sandwich)	pax	6	_____	_____		
Sub-total			_____	_____		

LOT 2:
Activity: March 2025 Rice and Corn Stocks Survey (RCSS):
Commercial and Household Training

ABC: 5,400.00

Date of Activity: February 28, 2025

Item 1: AM Snack (Fresh juice and siopao)

pax

4

Item 2: Meal/Lunch

pax

4

Beef steak, fish escabeche and pancit,
 fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (tsokolate and biko)

pax

4

Activity: March 2025 Monthly Palay and Corn Situation Report
(MPCSR) Training

Date of Activity: February 28, 2025

Item 1: AM Snack (Fresh juice and empanada)

pax

6

Item 2: Meal/Lunch

pax

6

Pork adobo, fish kinilaw and chopsuey,
 fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (Fresh Juice and sandwich)

pax

6

Sub-total

LOT 3:

Activity: March 2025 Quarterly Aquaculture Survey (QAqS) and
Quarterly Inland Fisheries Survey (QIFS) Training

ABC: 28,620.00

Date of Activity: March 12, 2025

Item 1: AM Snack (Fresh juice and siopao)

pax

8

Item 2: Meal/Lunch

pax

8

Beef steak, fish escabeche and pancit,
 fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (tsokolate and biko)

pax

8

Activity: March 2025 Crops Production Survey (CrPS) Training

Date of Activity: March 13, 2025

Item 1: AM Snack (Fresh juice and bread torta)

pax

8

Item 2: Meal/Lunch

pax

8

Beef steak, fish fillet and bihon/sotanghon,
 fruits, Fresh juice, Unlimited Rice

Item 3: PM Snacks (Fresh Juice and chocolate cake)

pax

8

Activity: April 2025 Round Commercial and Backyard Livestock and
Poultry Survey (C/B LPS) Training

Date of Activity: March 14, 2025

Item 1: AM Snacks (Fresh juice and empanada)

pax

8

Item 2: Meal/Lunch

pax

8

Beef steak, fish escabeche and pancit,
 fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (tsokolate and biko)

pax

8

Date of Activity: March 19, 2025

Item 1: AM Snack (Fresh juice and empanada)

pax

5

Item 2: Meal/Lunch

pax

5

Pork adobo, fish kinilaw and chopsuey,
 fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (Fresh Juice and sandwich)

pax

5

Activity: April 2025 Round Palay and Corn Production Survey (PCPS)
Training

Day 1: March 27, 2025

Item 1: AM Snack (Bottled juice and banana/camote cue)

pax

10

Item 2: Meal/Lunch

pax

10

Pork adobo, fish kinilaw and chop
 suey, fruits, Buko Juice, Unlimited Rice

Item 3: PM Snack (Camote tops juice w/ Calamansi)

pax

10

Day 2: March 28, 2025

Item 1: AM Snack (Fresh juice and bread torta)

pax

10

Item 2: Meal/Lunch

pax

10

Beef steak, fish fillet and bihon/sotanghon, fruits, Fresh Juice, Unlimited Rice

PM Snack (tsokolate and biko with mango)

pax

10

Activity: April 2025 Rice and Corn Stocks Survey (RCSS):

Commercial and Household Training

Date of Activity: March 28, 2025

Item 1: AM Snack (Fresh juice and siopao)

pax

4

Item 2: Meal/Lunch

pax

4

Beef steak, fish escabeche and pancit, fruits, Fresh Juice, Unlimited Rice

Item 3: PM Snack (tsokolate and biko)

pax

4

Sub-total

LOT 4:

ACTIVITY: QUARTERLY MEETING (1st Quarter - 2025) OF THE PROVINCIAL INTER-AGENCY COMMITTEE ON CRVS

ABC: 5,460.00

Date: February 28, 2025

Item 1: AM Snacks (turmeric juice and bread torta)

pax

13

Item 2: Lunch (Pork caldereta, Fish kinilaw, Buttered shrimp, macaroni salad, fresh pomelo juice, unli rice)

pax

13

Sub-total

LOT 5:

CIVIL REGISTRATION MONTH CELEBRATION

Activity: Conduct of Motorcade and Awarding of Top Performaing LCROs

ABC: 16,800.00

Date: February 3, 2025

Item 1: AM Snacks (fresh blue ternate juice and slice of banana bread)

pax

40

Item 2: Lunch (Fish fillet, Pork adobo, Buttered garlic chicken, chopsuey, bihon guisado, Dessert/Fruits, fresh pineapple juice, unli rice)

pax

40

Sub-total

LOT 6:

Activity: PSA-C/MCRs Monthly Meeting, Learning Session & Dialogue

ABC: 11,880.00

Date: February 12, 2025

Item 1: AM Snacks (fresh orange juice and banana fritters)

pax

22

Item 2: Lunch (Pork caldereta, Fish kinilaw, Buttered shrimp, 1 Dessert, fresh lemon juice, unli rice)

pax

22

Item 3: PM Snacks (tsokolate and puto maya with mango)

pax

22

Sub-total

LOT 7:

Activity: Press Conference on Provincial Inflation Results

ABC: 3,600.00

Date of Activity: January 27, 2025

Item 1: PM Snacks (Empanada and fresh fruit juice)

pax

30

Sub-total

LOT 8:

Activity: Press Conference on Provincial Inflation Results

ABC: 3,600.00

Date of Activity: February 14, 2025

Item 1: PM Snacks (Empanada and fresh fruit juice)

pax

30

Sub-total

LOT 9:

Activity: Press Conference on Provincial Inflation Results

ABC: 3,600.00

Date of Activity: March 14, 2025

Item 1: PM Snacks (Empanada and fresh fruit juice)

pax

30

Sub-total

LOT 10:			
Activity: 3rd Level Training on February 2025 LFS (February 6-7, 2025)			
ABC: 4,320.00			
Day 1: February 6, 2025			
Item 1: AM Snacks (bihon guisado w/ toasted bread, fresh juice)	pax	4	₱ _____
Item 2: Meal/Lunch (pork afretada, beef tadyang, law-oy, macaroni salad, fresh juice, rice)	pax	4	₱ _____
Item 3: PM Snacks (spaghetti with toasted bread, fresh juice)	pax	4	₱ _____
Day 2: February 7, 2025			
Item 1: AM Snacks (choco moist cake, fresh juice)	pax	4	₱ _____
Item 2: Meal/Lunch (fried chicken, Ggrilled fish, wonton soup, fruit salad, rice, fresh juice)	pax	4	₱ _____
Item 3: PM Snacks (banana cake, fresh juice)	pax	4	₱ _____
Sub-total			₱ _____
Specs for AM/PM Snacks:			
Packaging: Recyclable (e.g., carton or paper- made material, wooden spoon and fork, paper cups, paper straws)			
Specs for Meals: Buffet style catering service: Reusable plates, mugs, and cutlery			
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.			
TOTAL AMOUNT IN FIGURES:			₱ _____
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 of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____