



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 on the **Catering Services for the conduct of Data Dissemination Forum on 2022 NDHS results and Learning Session on Gender Sensitivity and Fair Language on September 11, 2023 and Attendance to Virtual PSA 10th Anniversary Celebration on September 12, 2023, and CY 2023 COA Entrance Conference**

Name of Project	Data Dissemination Forum on 2022 NDHS results and Learning Session on Gender Sensitivity and Fair Language on September 11, 2023 and Attendance to Virtual PSA 10th Anniversary Celebration on September 12, 2023 CY 2023 COA Entrance Conference
Solicitation	RSSO RFQ No. 2023-08-11
Reference Number	RSSO PR No. 2023-08-260 (Lot 1 & 2) RSSO PR No. 2023-08-262A (Lot 3)
Location	PSA - RSSO XIII
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)	Lot 1: Php 27,000.00 Lot 2: Php 27,000.00 Lot 3: Php 15,960.00
Date of Delivery	Lot 1: September 11, 2023 Lot 2: September 12, 2023 Lot 3: September 06, 2023

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than **10:00 A.M on August 18, 2023** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH I. BONACHITA
 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
Catering Services for the conduct of Data Dissemination Forum on 2022 NDHS results and Learning Session on Gender Sensitivity and Fair Language on September 11, 2023 and Attendance to Virtual PSA 10th Anniversary Celebration on September 12, 2023						
Lot 1: September 11, 2023	pax	50	₱ _____	₱ _____		
AM Snacks (Puto Maya with Mango & hot Choco)	pax	50	₱ _____	₱ _____		
Lunch (Lechon Kawali, Grilled Fish, Tinolang Manok, Garden Salad, rice and softdrinks)	pax	50	₱ _____	₱ _____		
PM Snacks (Choco Moist Cake and Sofdrinks)	pax	50	₱ _____	₱ _____		
Lot 2: September 12, 2023	pax	50	₱ _____	₱ _____		
AM Snacks (Egg Sandwich & Canned juice)	pax	50	₱ _____	₱ _____		
Lunch (Beef Steak, Fried Chicken, sinigang na baboy, fresh fruits rice and softdrinks)	pax	50	₱ _____	₱ _____		
PM Snacks (Siopao and Sofdrinks)	pax	50	₱ _____	₱ _____		
Inclusion of free flowing coffee						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Activity: CY 2023 COA Entrance Conference on 06 September 2023						
Lot 3: September 06, 2023	pax	38	P _____	P _____		
A.M. snacks (clubhouse sandwich with chips and canned juice)	pax	38	P _____	P _____		
Lunch (pork chop, buttered chicken, fish tinola, rice and softdrinks)	pax	38	P _____	P _____		
TOTAL AMOUNT IN FIGURES:				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 of authorized representative/Signature: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____