



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office MIMAROPA



### REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) **Regional Statistical Services Office (RSSO) MIMAROPA Statistical Operations and Coordination Division (SOCD)** through Regional Office-Bids and Awards Committee (RO-BAC) will undertake alternative mode of procurement **Small Value Procurement** – pursuant to the provisions of R.A. 9184, to wit;

<b>Name of Project</b>	<b>Meals and Snacks for the conduct of Training on Interactive Dashboards: Transforming Data into Dynamic Insights Using MS Power BI for the Regional Statistics Committee (RSC) Members</b>
<b>Solicitation</b>	<b>2025-04-0196</b>
<b>Place of Delivery</b>	Venue: Philippine Statistical Research and Training Institute (PSRTI), 15th Floor, The Upper Class Tower, Quezon Avenue corner Scout Reyes St., Brgy. Paligsahan, Quezon City
<b>Brief Description</b>	<b>Meals and Snacks</b>
<b>Quantity</b>	50 packs
<b>Approved Budget for the Contract (ABC)</b>	P 81,000.00
<b>Date of Delivery</b>	May 14-16, 2025

Please quote your **lowest price** on the attached bid form and submit personally your **SEALED QUOTATION not later than 12:00NN on Friday, May 02, 2025** at the Civil Registration and Administrative Support Division (CRASD), 2<sup>nd</sup> Floor, Emerald Building (PRIMA), J.P Rizal St. Camilmil, Calapan City.

Received by:

Name and Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

  
**VENERANDA F. MENDOZA**  
PSA-RO-BAC Chairperson

#### Terms and Conditions:

1. All entries must be written legibly in the Bid Form.
2. Late submission of quotation shall not be accepted.
3. Bids exceeding the ABC shall be disqualified.
4. Requirements:
  - i. Copy of PhilGEPS Registration
  - ii. Mayor's Permit/Business Permit
  - iii. *Income/Business Tax Return (for ABCs above P500K)*
  - iv. *Omnibus Sworn Statement (Emergency Procurement with ABC at least P500,000.00 and for Small Value Procurement with ABC at least P50,000.00)*
5. Award of contract shall be made to the lowest/single calculated and responsive bid.
6. Terms of Payment shall be made through check/ADA payable to the supplier.
7. Warranty shall be for a period of six (6) months for goods and one (1) year for equipments from date of acceptance by the procuring entity.
8. Price validity shall be a period of 30 calendar days for goods and six (6) months for services.
9. Pending the perfection of Purchase Order/Service Agreement/Contract of Service, 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.



2/F Emerald Building, J.P. Rizal St., Calapan City, Oriental Mindoro  
Telephone: (043) 288-9744 / (043) 470-0598  
Telefax: (043) 441-7371 / (043) 470-0716 / (043) 286-7491  
rssomimaropa@psa.gov.ph

**BID FORM**

Item/s and Specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
<b>Meals and Snacks for the conduct of Training on Interactive Dashboards: Transforming Data into Dynamic Insights Using MS Power BI for the Regional Statistics Committee (RSC) Members</b>						
Venue: Philippine Statistical Research and Training Institute (PSRTI), 15th Floor, The Upper Class Tower, Quezon Avenue corner Scout Reyes St., Brgy. Paligsahan, Quezon City Date: 14-16 May 2025						
<b>Meals and Snacks</b>	packs	50			( )	( )
AM Snacks, Lunch and PM Snacks						
AM/PM Snacks - plated, to be served individually						
Lunch - Buffet style with staff to serve						
<b>Day 1 - 14 May 2025</b>						
AM Snacks - Arrozcaldo with ox tripe, juice in tetra pack						
Lunch - rice, mushroom soup, fried chicken, vegetable salad, bottled soda						
PM Snacks - mango sticky rice, bottled juice						
<b>Day 2 - 15 May 2025</b>						
AM Snacks - assorted kakanin, bottled soda						
Lunch - rice, baked salmon, chicken fillet, coffee jelly, bottled juice						
PM Snacks - 2 pcs turon with langka and cheese, bottled soda						
<b>Day 3 - 16 May 2025</b>						
AM Snacks - champorado with biya, juice in tetra pack						
Lunch - rice, tinolang manok, fried boneless bangus, mango jelly, bottled soda						
PM Snacks - bilo bilo with langka, bottled choco drink						
Water dispenser with continuous supply of mineral water						
With free flowing coffee, malt drinks, and tea						



<p><i>Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled <b>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.</b></i></p>						
<b>**nothing follows**</b>						
<b>TOTAL</b>						

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: \_\_\_\_\_

LBP Account No. of Establishment: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_ Copy of PhilGEPS Registration No.: \_\_\_\_\_

BIR Registration: ☐ VAT ☐ Non-VAT

Canvassed by:

\_\_\_\_\_  
Canvasser

