



## 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 Procurement of Catering Services ( Lunch and PM Snacks) for the conduct of 2024 CBMS Presentation of Preliminary Results on the dates stated. with the following details:

<b>Name of Project</b>	Procurement of Catering Services ( Lunch and PM Snacks) for the conduct of 2024 CBMS Presentation of Preliminary Results on the dates stated.
<b>Solicitation</b>	2025-06-034-AL
<b>Location</b>	PSA Albay Provincial Statistical Office
<b>Brief Description</b>	(See Bid Form, <i>Page 2</i> )
<b>Quantity</b>	(See Bid Form, <i>Page 2</i> )
<b>Approved Budget for the Contract (ABC)</b>	Php 40,200.00
<b>Contract Duration</b>	(See Bid Form, <i>Page 2</i> )

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on July 7, 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
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				
<b>Procurement of Catering Services ( Lunch and PM Snacks) for the conduct of 2024 CBMS Presentation of Preliminary Results on the dates stated.</b>										
<b>Lunch</b>										
Polangui on 15 July 2025	pax	9	P _____	P _____	( )	( )				
City of Ligao on 16 July 2025	pax	9	P _____	P _____	( )	( )				
Jovellar on 17 July 2025	pax	9	P _____	P _____	( )	( )				
Pio Duran on 18 July 2025	pax	9	P _____	P _____	( )	( )				
Sto. Domingo on 29 July 2025	pax	9	P _____	P _____	( )	( )				
Manito on 30 July 2025	pax	9	P _____	P _____	( )	( )				
Rapu Rapu on 31 July 2025	pax	9	P _____	P _____	( )	( )				
City of Tabaco on 5 August 2025	pax	9	P _____	P _____	( )	( )				
Tiwi on 6 August 2025	pax	9	P _____	P _____	( )	( )				
Camalig on 7 August 2025	pax	9	P _____	P _____	( )	( )				
Albay Provincial LGU on 8 August 2025	pax	9	P _____	P _____	( )	( )				
<b>PM Snacks</b>										
Libon on 15 August 2025	pax	9	P _____	P _____	( )	( )				
Oas on 16 July 2025	pax	9	P _____	P _____	( )	( )				
Guinobatan on 17 July 2025	pax	9	P _____	P _____	( )	( )				
Bacacay on 29 July 2025	pax	9	P _____	P _____	( )	( )				
City of Legazpi on 30 July 2025	pax	9	P _____	P _____	( )	( )				
Malilipot 5 August 2025	pax	9	P _____	P _____	( )	( )				
Malinao 6 August 2025	pax	9	P _____	P _____	( )	( )				
Daraga 7 August 2025	pax	9	P _____	P _____	( )	( )				
<b>Specs</b>				Total amount in words:						
<i>Packaging: Recyclable (e.g. carton or paper-made materials, wooden spoon and cups, paper cups paper straw)</i>										
<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>										
<i>Please see attached specifications</i>										
<i>For official use of PSA Albay</i>										
<i>xxxxx</i>										

**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


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Printed Name and Signature of Canvasser: \_\_\_\_\_

**Menu for CBMS Presentation of Preliminary Results to LGUs**

	15 July 2025	16 July 2025	17 July 2025	18 July 2025	29 July 2025	30 July 2025
	Polangui	City of Ligao	Jovellar	Pio Duran	Sto. Domingo	Manito
	9 pax	9 pax	9 pax	9 pax	9 pax	9 pax
LUNCH	Pakbet Grilled chicken Plain Rice Watermelon Bottled water	Gulay na Halo Halo sa gata Menudo Plain Rice Leche Flan Bottled water	Chicken Pork Adobo Gulay na Langka w/seafood Plain Rice Fresh Mango Bottled water	Caldereta Mixed veggies Plain Rice Mango Graham Cake Bottled water	Grilled porkchop Gulay na laing Plain Rice Fruit Salad Bottled water	Grilled Chicken Beef with Brocoli Plain Rice Mango Graham Cake Bottled water
	15 July 2025	16 July 2025	17 July 2025		29 July 2025	30 July 2025
	Libon	Oas	Guinobatan		Bacacay	City of Legazpi
	9 pax	9 pax	9 pax		9 pax	9 pax
PM SNACKS	Cheeseburger Kamote Fries Fresh Buko juice Bottled water	Sotanghon guisado Garlic Bread Juice in bottle Bottled water	Cheesedog sandwich French Fries with mayo Soda (Coke zero) Bottled water		Clubhouse sandwich Camote fries w/ mayo Orange juice in can Bottled water	Chicken sandwich Potato chips Soda zero sugar Bottled water

	31 July 2025	05 August 2025	6 August 2025	7 August 2025	8 August 2025
	Rapu-Rapu	City of Tabaco	Tiwi	Camalig	Albay Provl LGU
	8 pax	9 pax	9 pax	9 pax	9 pax
LUNCH	Kare-Kare Gulay na Langka Plain Rice Mixed Fruits Bottled water	Relyenong Bangus Beef with Brocoli Plain Rice Poncan Bottled water	Grilled tuna Ensaladang Talong Plain Rice Sliced mango Bottled water	Pork Steak Mixed veggies Plain Rice Pineapple slices Bottled water	Lechon Kawali Lumpiang sariwa Plain Rice Mango and pomelo salad Bottled water
		05 August 2025	6 August 2025	7 August 2025	
		Malilipot	Malinao	Daraga	
		9 pax	9 pax	9 pax	
PM SNACKS		Chicken Macaroni Salad Chocochip Cookies Pineapple juice in can Bottled water	Clubhouse sandwich Potato fries Mango juice in bottle Bottled water	Sotanghon guisado Banana Bread Iced lemon tea in bottle Bottled water	

  
**LYZA MAE B. MIRABETE**  
 COSW

  
**CECIL G. BRONDIAL**  
 BAC Head