



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

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 for official use of PSA Camarines Sur with the following details:

Name of Project	Procurement of Catering Services for the 2024 POPCEN-CBMS Map and Data Processing Provincial Level Training
Solicitation	2024-09-127-CS
Location	PSA Camarines Sur
Brief Description	Catering Services
Quantity	<i>see details on page 2</i>
Approved Budget for the Contract (ABC)	Php 261,900.00
Contract Duration	September 24-28, 2024 ; October 1-5, 2025 (10 days)

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00AM, September 23, 2024** at the **PSA Camarines Sur Provincial Statistical Office, #774 Panganiban Avenue, Naga City.**


CECILLE A. BRIONES
RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. 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 Permit
 2. PhilGEPS Registration Number
 3. Omnibus Sworn Statement
6. 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.
7. Terms of Payment shall be made through check payable to the supplier
8. 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
Procurement of Catering Services for the 2024 POPCEN-CBMS Map and Data Processing Provincial Level Training						
Batch 1						
September 24, 2024: AM Snacks, Lunch, PM Snacks	pax	53	P _____	P _____	()	()
September 25, 2024: AM Snacks, Lunch, PM Snacks	pax	53	P _____	P _____	()	()
September 26, 2024: AM Snacks, Lunch, PM Snacks	pax	43	P _____	P _____	()	()
September 27, 2024: AM Snacks, Lunch, PM Snacks	pax	43	P _____	P _____	()	()
September 28, 2024: AM Snacks, Lunch, PM Snacks	pax	43	P _____	P _____	()	()
Batch 2						
October 1, 2024: AM Snacks, Lunch, PM Snacks	pax	20	P _____	P _____	()	()
October 2, 2024: AM Snacks, Lunch, PM Snacks	pax	20	P _____	P _____	()	()
October 3, 2024: AM Snacks, Lunch, PM Snacks	pax	70	P _____	P _____	()	()
October 4, 2024: AM Snacks, Lunch, PM Snacks	pax	70	P _____	P _____	()	()
October 5, 2024: AM Snacks, Lunch, PM Snacks	pax	70	P _____	P _____	()	()
Specs for AM and PM Snacks and Lunch:						
Buffet style catering services: use of reusable plates, mugs, and culerys with free flowing coffee						
Note: Food service and packaging shall be in compliance with the Office Memo No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Philippin Statistics Authority meetings, Events and other activities, Mandating the Use of Ecological Sustainable Products or Packaging Materials and Prohibition on the Use of Styfom and Single-use Plastics						
Nothing Follows*						
For official use of PSA Camarines Norte						
			Total	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: _____

Tel No./Fax 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: _____

Item	Specifications	Statement of Compliance
		Bidders must state either "Comply" or "Not Comply" against each of the individual parameter of the item/services offered.
1	The Catering Service Provider shall comply with the government regulations as provided in Presidential Decree No. 856 otherwise known as "The Code on Sanitation of the Philippines"	
	a. Sanitary Permit	
	b. Health Certificate and Food Handlers	
	c. Quality and Protection of Food	
	Catering Service provider agrees:	
	a. To provide food and services through "blue plate serving" for the participants	
	b. To provide food and services for the number of participants on the bases of information given by the Procuring Entity	
	c. To follow the indicated number of pax for the 1st day of training regardless of the actual number of participants present	
	d. To follow adjustments that may arise on the number of pax in the succeeding days which will be considered as the official pax to be served and paid	
	e. Agrees that payment shall be according to the actual number of pax served for the entire duration of the training	
	f. To follow the prescribed serving time of food	
	g. Provide free-flowing coffee and mineral water	
	h. To provide clean table cloth, seat covers and table napkins in the designated area	
	i. To assign at least two(2) waiters/waitresses in clean working garments for meals served	
	j. Changes in prescribed menu may be allowed subject to the approval of the end-user unit	
	Deliver and supply the procured item following the menu and number of pax and other conditions stated herein.	

Conforme: _____
Signature Over Printed Name
(Supplier/Service Provider)