



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 Catering Services for 4th Quarter 2023 AgStat Surveys with the following details:

Name of Project	Catering Services for 4th Quarter 2023 AgStat Surveys
Solicitation	2023-11-089-SR
Location	PSA Sorsogon Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 42,120.00
Contract Duration	(See Bid Form, Page 2)

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **12:00 pm on November 13, 2023** at **PSA Sorsogon, 2nd/3rd Flr. Clemente Bldg., Garcia St., Sulucan, Sorsogon 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. 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
<i>Procurement of:</i>						
Catering Services for 4th Quarter 2023 AgStat Surveys <i>Includes: AM Snacks, Lunch and PM Snacks</i>						
4th Quarter 2023 Other Crops Survey on November 16 to 17, 2023 <i>Note: 10 pax per day x 2 days = 20 pax</i>	pax	20	P_____	P_____	()	()
4th Quarter Commercial Livestock and Poultry Survey (CLPS) and Backyard Livestock and Poultry Survey (BLPS) on November 28-30, 2023 <i>Note: 9 pax per day x 3 days = 27 pax</i>	pax	27	P_____	P_____	()	()
4th Quarter 2023 Palay and Corn Production Survey (PCPS), Rice and Corn Stocks Survey: Household (RCSS:H) and Rice and Corn Stocks: Commercial (RCSS:C) on November 29-30, 2023 <i>Note: (Nov 29) 14 pax + (Nov 30) 17 pax = 31 pax</i>	pax	31	P_____	P_____	()	()
For official use of PSA Sorsogon XXXXX				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: _____

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

Printed Name and Signature of Canvasser: _____

4th Quarter 2023 Other Crops Survey

November 16, 2023	AM SNACKS	LUNCH	PM SNACKS
10 pax	Vegetable salad	Steamed Rice	Fresh Lumpia with peanut sauce
	Sandwich	Chicken Cordon Bleu	Steamed Siopao
	Canned Juice	Fish Cosido	Bottled water
		Chopsuey	
		Sliced Fruits	
		Bottled Water	
November 17, 2023	AM SNACKS	LUNCH	PM SNACKS
10 pax	Mami with egg	Steamed Rice	Beefy Lasagna
	Empanada	Sinigang na Bangus	Banna bread
	Bottled Softdrinks	Pork adobo	Canned Juice
		Ensaladang Pipino	
		Coffee Jelly	
		Bottled Water	

4th Quarter 2023 Commercial Livestock and Poultry Survey (CLPS) and Backyard Livestock and Poultry Survey (BLPS)

November 28, 2023	AM SNACKS	LUNCH	PM SNACKS
9 pax	Macaroni Soup	Kare-kare	Pansit Bato
	Ham and Cheese rolls	Fried chicken	Sinapot
	Canned Juice	Paksiw na Isda	Buko Juice
		Chopsuey	
		Maja Blanca	
		Bottled Water	
November 29, 2023	AM SNACKS	LUNCH	PM SNACKS
9 pax	Sliced Cake	Steamed Rice	Cinnamon Bread
	Sotanghon	Monggo	Fresh Lumpia
	Coca-cola	Fried Fish	Carbonara
		Grilled Liempo	Canned Juice
		Sliced Fruits	
		Bottled Water	
		Chopsuey	
November 30, 2023	AM SNACKS	LUNCH	PM SNACKS
9 pax	Pancit Bihon	Steamed Rice	Macaroni Salad
	Kutsinta	Pork Sinigang	Lumpia
	Calamansi Juice	Fried Fish	Bottled Water
		Fried Chicken	
		Ginataang Papaya	
		Sliced Fruits	
		Bottled Water	

4th Quarter 2023 Palay and Corn Production Survey (PCPS), Rice and Corn Stocks Survey: Household (RCSS:H) and Rice and Corn Stocks: Commercial (RCSS:C)

November 28, 2023	AM SNACKS	LUNCH	PM SNACKS
14 pax	Macaroni Soup	Kare-kare	Pansit Bato
	Ham and Cheese rolls	Fried chicken	Sinapot
	Canned Juice	Paksiw na Isda	Buko Juice
		Chopsuey	
		Maja Blanca	
		Bottled Water	
November 29, 2023	AM SNACKS	LUNCH	PM SNACKS
17 pax	Sliced Cake	Steamed Rice	Cinnamon Bread
	Sotanghon	Monggo	Fresh Lumpia
	Coca-cola	Fried Fish	Carbonara
		Grilled Liempo	Canned Juice
		Sliced Fruits	
		Bottled Water	
		Chopsuey	

With Free flowing Coffee and water

Supplier must adhere to the government's advocacy on "Green Procurement"

Food Requirements:

Menu to be provided by the PSO

Free-flowing Coffee and purified drinking water

Note: must be adjustable for participants with special dietary requirement/s

Specs for Snacks:

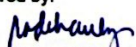
Packaging: Recyclable (e.g., carton or paper-maded material, wooden spoon and fork, paper cups, paper straws)

Specs for Lunch:

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 of Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.

Prepared by:


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Approved by


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