



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 Catanduanes with the following details:

Name of Project	Procurement of Catering Services (AM & PM Snacks and Lunch) for the Trainings/Briefings on Agricultural Surveys for 2nd Quarter 2024
Solicitation	2024-04-041-CT
Location	PSA Catanduanes Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 55,540.00
Contract Duration	2nd Quarter 2024

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **1:00 pm on April 26, 2024** at **PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.**


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
 3. Omnibus Sworn Statement
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
Procurement of Catering Services (AM & PM Snacks and Lunch) for the Trainings/Briefings on Agricultural Surveys for 2nd Quarter 2024						
1. MPCSR/RCSS for May 2024 Briefing						
30 April 2024	Lot	8	P _____	P _____	()	()
2. MPCSR/RCSS for June 2024 Briefing						
31 May 2024	Lot	8	P _____	P _____	()	()
3. 2nd Quarter 2024 Fisheries Survey Briefing (QIFS & QAqS) Training						
7 June 2024	Lot	8	P _____	P _____	()	()
4. 2nd Quarter 2024 Crops Production Survey Training						
18 June 2024	Lot	11	P _____	P _____	()	()
19 June 2024	Lot	11	P _____	P _____	()	()
5. 2nd Quarter 2024 Commercial Livestock and Poultry Survey (CLPS) Training						
20 June 2024	Lot	3	P _____	P _____	()	()
6. 2nd Quarter 2024 Backyard Livestock and Poultry Survey (BLPS) Training						
21 June 2024	Lot	7	P _____	P _____	()	()
7. 2nd Quarter 2024 Palay and Corn Production Survey (PCPS) Training						
27 June 2024	Lot	12	P _____	P _____	()	()
28 June 2024	Lot	12	P _____	P _____	()	()
8. 2nd Quarter 2024 Fishery Surveys Provincial Data Review						
5 July 2024	Lot	7	P _____	P _____	()	()
9. 2nd Quarter 2024 Crops Production Survey Provincial Data Review						
10 July 2024	Lot	7	P _____	P _____	()	()
10. 2nd Quarter 2024 Livestock and Poultry and Palay and Corn Production Provincial Data Review						
12 July 2024	Lot	7	P _____	P _____	()	()
<i>For official use of PSA-Catanduanes</i>						
xxxxxx						
Specifications for Meals:				Total	Total amount in words:	
Buffet style catering service, re-usable plates, mugs and cutlery						
Note:						
Food service and packaging shall be in compliance with the OM No. 2023-178 entitled Guidelines on the procurement of Meals and Catering Services for the PSA meeting, events and other activities, Mandating the use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Styrofoam and Single-Use Plastics.						

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: _____