



## 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:

<b>Name of Project</b>	Procurement of Catering Services for the conduct Census of MCCB Convening at LGUs for 2024 Census of Population and Community-Based Monitoring System (CBMS)
<b>Solicitation</b>	2024-05-048-CT
<b>Location</b>	PSA Catanduanes 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 26,640.00
<b>Contract Duration</b>	see details

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on May 14, 2024** at **PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.**

  
**DECILLE A. BRIONES**  
RBAC Chairman 5/9/24

### 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 Catering Services for the conduct Census of MCCB Convening at LGUs for 2024 Census of Population and Community-Based Monitoring System (CBMS)</i>						
May 14, 2024(AM Snacks) Viga	packs	21	P_____	P_____	( )	( )
May 14, 2024(PM Snacks) Bagamanoc and Panqaniban	packs	39	P_____	P_____	( )	( )
May 15, 2024(AM Snacks) Caramoran LGU	packs	21	P_____	P_____	( )	( )
May 15, 2024(PM Snacks) Pandan	packs	21	P_____	P_____	( )	( )
May 16, 2024(AM Snacks) Bato	packs	21	P_____	P_____	( )	( )
May 16, 2024(PM Snacks) Baras and Gigmoto	packs	39	P_____	P_____	( )	( )
May 17, 2024(AM Snacks) San Miguel	packs	21	P_____	P_____	( )	( )
May 17, 2024(PM Snacks) San Andres and Virac	packs	39	P_____	P_____	( )	( )
xxxxxx			<b>Total</b>			
For official use of PSA-Catanduanes				Total amount in words:		
<b>Suggested Menu</b> Mamon, cracker, canned juice and bottled water				_____		
				_____		
				_____		
				_____		
<b>Note :</b> 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 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.						

**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: \_\_\_\_\_