




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 good for AM/PM Snacks and Lunch for the 3rd Quarter 2024 AgStat Surveys with the following details:

Name of Project	Catering Services good for AM/PM Snacks and Lunch for the 3rd Quarter 2024 AgStat Surveys
Solicitation	2024-08-059-AL
Location	PSA Albay Provincial Statistical Office
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 67,500.00
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 **10:00 am on August 28, 2024** 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
 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
Catering Services good for AM/PM Snacks and Lunch for the 3rd Quarter 2024 AgStat Surveys						
3rd Qtr 2024 Quarterly Fishery Survey						
04 September 2024	pax	12	P _____	P _____	()	()
05-06 Sept 2024	pax	11	P _____	P _____	()	()
3rd Qtr 2024 Crops Production Survey						
12-13 September 2024	pax	17	P _____	P _____	()	()
October 2024 Round CLPS Training/Briefing						
18-19 September 2024	pax	5	P _____	P _____	()	()
October 2024 Round BLPS 3rd Level Training						
26-27 September 2024	pax	7	P _____	P _____	()	()
October 2024 Round PCPS/RCSS (Household) 3LT						
24-25 September 2024	pax	13	P _____	P _____	()	()
October 2024 RCSS (Commercial) 3LT						
30 September 2024	pax	7	P _____	P _____	()	()
			Total	P _____		
<i>Specs</i>				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 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

Printed Name and Signature of Canvasser: _____