



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Small Value Procurement as Alternative Mode of Procurement for official use of PSO Sorsogon with the following details:

Name of Project	Catering Services for the conduct of Provincial Level Training on 2024 Map and Data Processing of Census of Population and Community-Based Monitoring System
Solicitation	2024-09-055-SR
Location	PSO Sorsogon
Brief Description	(See Bid Form, <i>Page 2</i>)
Quantity	(See Bid Form, <i>Page 2</i>)
Approved Budget for the Contract (ABC)	Php 90,720.00
Contract Duration	September 9-11, 2024 and September 12-13, 2024

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on 06 September 2024** at the **PSA Sorsogon, 2/F Clemente Building, 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 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

Catering Services for the conduct of Provincial Level Training on 2024 Map and Data Processing of Census of Population and Community-Based Monitoring System

on September 9-11, 2024 and September 12-13, 2024

40 pax/day x 3 days (September 9-11, 2024)	120	pax	P _____	P _____	()	()
24 pax/day x 2 days (September 12-13, 2024)	48	pax	P _____	P _____	()	()
AM Snacks, Lunch and PM Snacks						

Note: Complimentary backdrop (tarpaulin - size: 3ftx6ft)

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-made material, wooden spoon and fork, paper cups, paper straws)

Specs for Lunch

Buffet style catering services, reusable 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 PSA 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

xxxxx			Total	P _____		
For official use of PSA Sorsogon				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: _____