




REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
REGION V – BICOL

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 Procurement of Catering Services for the Retail Price Survey of Selected Commodities for the conduct of 3rd Level Training for Updating of List of Agricultural Farm Operators and Inland Fishing Households and 2025 Listing of Marine Fish Landing Centers (ULAFO-LMFLC) with the following details:

Name of Project	Procurement of Catering Services for the conduct of 3rd Level Training for Updating of List of Agricultural Farm Operators and Inland Fishing Households and 2025 Listing of Marine Fish Landing Centers (ULAFO-LMFLC)
Solicitation	2025-07-040-CT
Location	PSA Catanduanes PSO, Virac, Catanduanes
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 64,800.00
Contract Duration	4-8 August 2025

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on July 22, 2025** at **PSA Catanduanes PSO, BL Jastrid Bldg., Cavinitan, Virac, Catanduanes.**


CECILLE A. BRIONES
BAC 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
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 for the Retail Price Survey of Selected Commodities for the conduct of 3rd Level Training for Updating of List of Agricultural Farm Operators and Inland Fishing Households and 2025 Listing of Marine Fish Landing Centers (ULAFO LMFLC)						
4 August 2025 - AM Snack, Lunch and PM Snack	pax	24	P _____	P _____	()	()
5 August 2025 - AM Snack, Lunch and PM Snack	pax	24	P _____	P _____	()	()
6 August 2025 - AM Snack, Lunch and PM Snack	pax	24	P _____	P _____	()	()
7 August 2025 - AM Snack, Lunch and PM Snack	pax	24	P _____	P _____	()	()
8 August 2025 - AM Snack, Lunch and PM Snack	pax	24	P _____	P _____	()	()
Note: 1. Specification for Meals Buffet Style Catering Services, re-usable plates, mugs and cutlery 2. Food service and packaging shall be in compliance with the OMI 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 Use of Styrofoam and Single-Use Plastics.						
<i>For official use of PSA-Catanduanes PSO</i> XXXXXX			Total	P _____ 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: _____