



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 (AM and PM Snacks and Lunch) for the 2023 CPBI 3LT on 15-19 April 2024 at PSA-Albay Conference Room with the following details:

| | |
|---|---|
| Name of Project | Catering Services (AM and PM Snacks and Lunch) for the 2023 CPBI 3LT on 15-19 April 2024 at PSA-Albay Conference Room |
| Solicitation | 2024-04-032-AL |
| Location | PSA Albay Provincial Statistical Office |
| Brief Description | (See Bid Form, <i>Page 2</i>) |
| Quantity | (See Bid Form, <i>Page 2</i>) |
| Approved Budget for the Contract (ABC) | Php 62,100.00 |
| Contract Duration | April 15-19, 2024 |

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on April 10, 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
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 |
| <p>Catering Services (AM and PM Snacks and Lunch) for the 2023 CPBI 3LT on 15-19 April 2024 at PSA-Albay Conference Room</p> <p><i>Specs</i> Packaging: Recyclable (e.g. carton or paper-made materials, wooden spoon and cups, paper cups paper straw)</p> <p><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></p> <p><i>Please see attached specifications For official use of PSA Albay XXXXX</i></p> | lot | 23 | P _____ | 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: _____


MENU

| | 05-Apr-24 | 16-Apr-24 | 17-Apr-24 | 18-Apr-24 | 19-Apr-24 |
|--------------|---|--|--|--|---|
| | 8 pax | 8 pax | 8 pax | 8 pax | 8 pax |
| AM SNACK | Palabok 2pc Puto Fresh Buko juice | Lomi with egg Butter toasted bread Dalandan Juice | Carbonarra Lumpia shanghai Iced lemon tea juice | Baked macaroni Butter toast Fresh Buko Juice | Clubhouse Sandwich Camote fries Fresh Kalamansi Juice |
| LUNCH | Sinigang na Bangus Pork Humba Gulay na laing Plain Rice Ice Cream | Fish Cosido Pork Sisig Gulay na langka Plain Rice Buko Salad | Bulalo Soup Fried daing na bangus Gulay na kalabasa Plain Rice Mango Graham Ref Cake | Fish Sinigang Pork Caldereta Chopsuey Plain Rice Fresh Mango | Pork Sinigang Fish Steak Tortang Talong Plain Rice Chocolate Moist Cake |
| PM SNACKS | Cheeseburger Potato fries Pineapple juice in can | Pancit with puto Dinuguan Soda zero sugar | Tuna sandwich Camote fries Orange juice in can | Pizza, 2 pc Mango juice in can | Macaroni Salad Choco chips Four seasons juice in can |

Prepared by:


MAR COR M. PASIBE
 TWG BAC Member

Approved by:


CROSS DOREH L LEE
 Asst. TWG BAC Head