



### 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 for the Orientation on 2024 Popcen-CBMS Brgy. Profile Questionnaire Data Collection and Service Facilities and Govt. Project Listing on any dates of 22 to 24 May 2024 with the following details:

<b>Name of Project</b>	Catering Services for the Orientation on 2024 Popcen-CBMS Brgy. Profile Questionnaire Data Collection and Service Facilities and Govt. Project Listing on any dates of 22 to 24 May 2024
<b>Solicitation</b>	2024-05-042-AL
<b>Location</b>	PSA Albay 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 464,400.00
<b>Contract Duration</b>	see attached 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 20, 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
<b>Catering Services for the Orientation on 2024 Popcen-CBMS Brgy. Profile Questionnaire Data Collection and Service Facilities and Govt. Project Listing</b>						
May 22, 2024						
Bacacay	pax	59	P _____	P _____	( )	( )
Malilipot	pax	21	P _____	P _____	( )	( )
Malinao	pax	32	P _____	P _____	( )	( )
Sto. Domingo	pax	26	P _____	P _____	( )	( )
Tabaco City	pax	50	P _____	P _____	( )	( )
Tiwi	pax	28	P _____	P _____	( )	( )
May 23, 2024						
Camalig	pax	53	P _____	P _____	( )	( )
Daraga	pax	57	P _____	P _____	( )	( )
Legazpi City	pax	73	P _____	P _____	( )	( )
Manito	pax	18	P _____	P _____	( )	( )
Rapu-rapu	pax	37	P _____	P _____	( )	( )
May 24, 2024						
Guinobatan	pax	47	P _____	P _____	( )	( )
Jovellar	pax	26	P _____	P _____	( )	( )
Libon	pax	50	P _____	P _____	( )	( )
Ligao City	pax	58	P _____	P _____	( )	( )
Oas	pax	56	P _____	P _____	( )	( )
Pio Duran	pax	36	P _____	P _____	( )	( )
Polangui	pax	47	P _____	P _____	( )	( )
<b>TOTAL</b>	<b>pax</b>	<b>774</b>		P _____	( )	( )
<b>Specs</b>				<b>Total amount in words:</b>		
<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 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

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Printed Name and Signature of Convasser: \_\_\_\_\_

**Orientation on 2024 Popcen-CBMSBPQ and SFGP Listing  
22 to 24 May 2024 (Any 1 day)**

**MENU**

**AM SNACK**

Cheeseburger with fries, pineapple juice in can, bottled water

**LUNCH**

Crab n Corn soup, Pork Hamonada, Bicol Express with Gulay, Whole Mango,  
bottled water

**PM SNACK**

Clubhouse Sandwich with camote fries, Soda zero sugar in can, bottled water

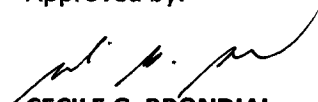
*With free flowing coffee and bottled purified water.*

Prepared by:



**MARICOR M. PASIBE**  
BAC TWG Member

Approved by:



**CECILE G. BRONDIAL**  
BAC TWG Head