



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 Conduct of 2024 POPCEN CBMS Map and Data Processing Provincial Training at PSA Camarines Norte on Sept 2-6, 2024 with the following details:

| | |
|---|--|
| Name of Project | Catering Services for the Conduct of 2024 POPCEN CBMS Map and Data Processing Provincial Training at PSA Camarines Norte on Sept 2-6, 2024 |
| Solicitation | 2024-08-052-CN |
| Location | PSO Camarines Norte |
| Brief Description | (See Bid Form, <i>Page 2</i>) |
| Quantity | (See Bid Form, <i>Page 2</i>) |
| Approved Budget for the Contract (ABC) | Php 77,760.00 |
| Contract Duration | (See Bid Form, <i>Page 2</i>) |

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **10:00 am on August 19, 2024** at **PSA Camarines Norte, 2F LJR Bldg. III, J. Lukban St. cor. Carlos II St. Barangay III, Daet, Camarines Norte.**


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 |
| Catering Services for the Conduct of 2024 POPCEN CBMS Map and Data Processing Provincial Training at PSA Camarines Norte on Sept 2-6, 2024 | | | | | | |
| Data Processing | | | | | | |
| September 2, 2024 | pax | 34 | P _____ | P _____ | () | () |
| September 3, 2024 | pax | 34 | P _____ | P _____ | () | () |
| September 4, 2024 | pax | 34 | P _____ | P _____ | () | () |
| Map Data Processing | | | | | | |
| September 5, 2024 | pax | 21 | P _____ | P _____ | () | () |
| September 6, 2024 | pax | 21 | P _____ | P _____ | () | () |
| Note: <i>With free flowing coffee and distilled water</i> | | | | Total amount in words: | | |
| 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>Please see attached specifications</i> | | | | _____ | | |
| For official use of PSA Camarines Norte | | | | _____ | | |
| XXXXX | | | | _____ | | |

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: _____