

REQUEST FOR QUOTATION

Date : 04 August 2025
RFQ No.: 2025-08-101

Company/Business Name:

Address:

Business/Mayor's Permit No.:

TIN:

PhilGEPS Registration Number *(required)*:

The Philippine Statistics Authority – Regional Statistical Services Office II (PSA-RSSO II), through its Regional Bids and Awards Committee (RBAC), intends to procure **PROCUREMENT OF CATERING SERVICES DURING THE 3RD QUARTER 2025 REGIONAL STATISTICS COMMITTEE REGION 2 (RSC2) STATISTICAL CAPACITY BUILDING (SCB) PROGRAM: TRAINING ON STATISTICS IN ACTION: ENHANCING PRESENTATION AND FACILITATION SKILLS** through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Regional Bids and Awards Committee (RBAC) Chairperson and to the given address below, on or before **11:30 AM of 07 August 2025**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ENGR. ROSE Q. PACAY

Chairperson, Bids and Awards Committee

Dalan na Pappabalo, Regional Government Center, Carig Sur,

Tuguegarao City, Cagayan 3500

Telephone No. (078) 304-8366/0556

Email: rss02@psa.gov.ph

Interested service provider shall also submit a copy of 2024 Mayors' or Business Permit along with the quotation on or before the above specified deadline of submission of quotation.

For any clarification, you may contact the RBAC Secretariat at (078) 304-8366/0556 or send email to psarsso2.rbac@gmail.com.


ERNESTO M. DE PERALTA, JR.
Vice-Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
3. **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at psarssso2.rbac@gmail.com.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA RSSO II - RBAC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

TERMS AND CONDITIONS:

12. Bidders shall provide correct and accurate information required in this form.
13. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
14. Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
15. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
16. Quotations exceeding the Approved Budget for the Contract shall be rejected.
17. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-RSSO II - RBAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
18. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
19. The item/s shall be delivered according to the accepted offer of the bidder.
20. Item/s delivered shall be inspected on the scheduled date and time of the PSA-RSSO II - RBAC. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
21. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
22. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA RSSO II - RBAC may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
23. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
24. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PROCUREMENT OF CATERING SERVICES DURING THE 3RD QUARTER 2025 REGIONAL STATISTICS COMMITTEE REGION 2 (RSC2) STATISTICAL CAPACITY BUILDING (SCB) PPROGRAM: TRAINING ON STATISTICS IN ACTION: ENHANCING PRESENTATION AND FACILITATION SKILLS			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
13 August 2025:			
AM Snacks	49 pax		
Lunch	49 pax		
PM Snacks	49 pax		
Dinner	15 pax		
14 August 2025:			
Breakfast	15 pax		
AM Snacks	49 pax		
Lunch	49 pax		
PM Snacks	49 pax		
Specification: <ol style="list-style-type: none"> 1. Composition of breakfast must be a variation of silog meals, coffee and dessert; 2. Lunch/dinner must be a variation of two meat, fish, veggie, dessert and soup 3. AM/PM snacks must be a variation of pasta/bihon/sandwich and drinks 			
Notes: In the event of any adjustments to the actual number of participants, the following conditions shall apply and must be strictly observed: <ol style="list-style-type: none"> 1. The Procuring Entity shall notify and coordinate with you, the Supplier, in writing at least two (2) calendar days prior to the scheduled date of the activity. 2. Any increase or decrease in the number of participants shall not exceed twenty percent (20%) of the total contract value, as stipulated in the duly issued and acknowledged Purchase Order (PO). 3. All adjustments must be formally communicated through an official letter addressed to you, the Supplier. Said letter must be duly signed by the Focal Person concurred by the Supply Officer, and noted by the Chief Administrative Officer or the Chief Statistical Specialist. Your authorized representative must acknowledge receipt of the letter prior to the implementation of any changes. 			
Delivery Requirements Delivery within 3 working days upon receipt of the End-User's notice. End-User shall determine and coordinate with the supplier for the date of deliveries			

FINANCIAL OFFER:

<p>Terms of Payment:</p> <p><i>Payment shall be made through LandBank's LDDAP-ADA/Bank Transfer facility, within fifteen (15) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch: _____</p>
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Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF CATERING SERVICES DURING THE 3RD QUARTER 2025 REGIONAL STATISTICS COMMITTEE REGION 2 (RSC2) STATISTICAL CAPACITY BUILDING (SCB) PPROGRAM: TRAINING ON STATISTICS IN ACTION: ENHANCING PRESENTATION AND FACILITATION SKILLS			
Approved Budget for the Contract (ABC): SIXTY-SIX THOUSAND THREE HUNDRED PESOS (PhP66,300.00)			
Items	Quantity (A)	Offered Price per unit (B)	Total Offered price per item (A x B)
13 August 2025:			
AM Snacks	49 pax		
Lunch	49 pax		
PM Snacks	49 pax		
Dinner	15 pax		
14 August 2025:			
Breakfast	15 pax		
AM Snacks	49 pax		
Lunch	49 pax		
PM Snacks	49 pax		
Total Offered Quotation	In words:		
	In figures:		

Signature over Printed Name

Position/Designation

CATHERINE D. LUMELAY
Canvasser

Office Telephone/Fax/Mobile Nos.

Email address/es

INVITATION TO SUBMIT QUOTATION

PROCUREMENT OF CATERING SERVICES DURING THE 3RD QUARTER 2025 REGIONAL STATISTICS COMMITTEE REGION 2 (RSC2) STATISTICAL CAPACITY BUILDING (SCB) PROGRAM: STATISTICS IN ACTION: ENHANCING PRESENTATION AND FACILITATION SKILLS

1. The Philippine Statistics Authority – Regional Statistical Services Office II (PSA-RSSO II), through the Fiscal Year 2025 General Appropriations Act intends to apply the sum of **SIXTY-SIX THOUSAND THREE HUNDRED PESOS (Php66,300.00) ONLY** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of Catering Services during the 3rd Quarter 2025 Regional Statistics Committee Region 2 (RSC2) Statistical Capacity Building (SCB) Program: Statistics in Action: Enhancing Presentation and Facilitation Skills.**

Bids received in excess of the **Approved Budget for the Contract (ABC)** shall be automatically rejected at bid opening for the hereunder project. Also, late bids shall not be accepted.

2. The PSA-RSSO II now invites bids from suppliers for the said procurement. Bidders should have a completed contract on the **Procurement of Catering Services** within the period **2022 to 2024** with an amount of **at least 50%** of the **ABC**.
3. Bidding will be conducted through Negotiated Procurement - Small Value Procurement.
4. Interested bidders may get a Quotation Form from **04 August 2025 to 06 August 2025** at the address given below during **office hours** from **9:00 A.M. to 4:00 P.M.**

PHILIPPINE STATISTICS AUTHORITY

Dalan na Pappabalo, Carig Sur, Tuguegarao City, Cagayan 3500

5. Bids must be delivered to the given address on or before **07 August 2025, 11:30 AM**. Bid opening shall be on the same day, **1:30 P.M.** at **PSA-RSSO II, Dalan na Pappabalo, Carig Sur, Tuguegarao City, Cagayan 3500**.
6. The PSA-RSSO II reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

RBAC SECRETARIAT
PSA-RSSO II, Carig Sur, Tuguegarao City
Tel. No. (078) 304-8366
Email add: rso02@psa.gov.ph


ERNESTO M. DE PERALTA, JR.

Vice-Chair
Regional Bids and Awards Committee
PSA-RSSO II

