



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (Caraga)

**REQUEST FOR QUOTATION FORM**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services of the following:**

<b>Name of Project</b>	3rd Level Training on NICTHS 2nd Level Training on EA Delineation 3rd Level Training on EA Delineation
<b>Solicitation</b>	SDN Solicitation No. 2024-01-005
<b>PR Number</b>	SDN PR No. 2024-01-010 SDN PR No. 2024-01-11
<b>Location</b>	PSA Surigao del Norte
<b>Brief Description</b>	Refer to specification/table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	Small Value Procurement
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: 12,960 Lot 2: 32,400 Lot 3: 12,960
<b>Date of Delivery</b>	Lot 1: January 29 to February 1, 2024 Lot 2: January 22 to 26, 2024 Lot 3: January 31 to February 2, 2024

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **10:00AM on January 17, 2024** at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**BERNADETH I. BONACHITA**  
 RBAC Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), if none yet, submit, together with your quotation the photocopy of your Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).
- 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.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 1: 3rd Level Training on the 2023 National ICT Household Survey (NICTHS)</b>						
<b>January 29, 2024</b>						
AM snacks-(apple pie special and can juice 220ml)	pax	6	P _____	P _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	P _____	P _____		
PM snacks-(native bibingka/puto big and can juice 220ml)	pax	6	P _____	P _____		
<b>January 30, 2024</b>						
AM snacks-(egg pie special and can juice 220ml)	pax	6	P _____	P _____		
Lunch-2 main dishes (fish fillet and fied chicken), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	P _____	P _____		
PM snacks-(cassava cake special & can juice 220ml)	pax	6	P _____	P _____		
<b>January 31, 2024</b>						
AM snacks-(pineapple pie special and can juice 220ml)	pax	6	P _____	P _____		
Lunch-2 main dishes (Pork Adobo and Tinolang Isda), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	P _____	P _____		
PM snacks-(binignit special and can juice 220ml)	pax	6	P _____	P _____		
<b>February 1, 2024</b>						
AM snacks-(egg pie special and can juice 220ml)	pax	6	P _____	P _____		
Lunch-2 main dishes (Four Season and Chicken Adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	P _____	P _____		
PM snacks-(Puto Maya Special and can juice 220ml)	pax	6	P _____	P _____		
Subtotal Lot 1			P _____	P _____		
<b>Lot 2: 2nd Level Training on EA Delineation</b>						
<b>January 22, 2024</b>						
AM snacks-(apple pie special and can juice 220ml)	pax	12	P _____	P _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	P _____	P _____		
PM snacks-(native bibingka/puto big and can juice 220ml)	pax	12	P _____	P _____		
<b>January 23, 2024</b>						
AM snacks-(egg pie special and can juice 220ml)	pax	12	P _____	P _____		
Lunch-2 main dishes (fish fillet and fied chicken), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	P _____	P _____		
PM snacks-(cassava cake special & can juice 220ml)	pax	12	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>January 24, 2024</b>						
AM snacks-(pineapple pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Pork Adobo and Tinolang Isda), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(binignit special and can juice 220ml)	pax	12	₱ _____	₱ _____		
<b>January 25, 2024</b>						
AM snacks-(egg pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Four Season and Chicken Adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(Puto Maya Special and can juice 220ml)	pax	12	₱ _____	₱ _____		
<b>January 26, 2024</b>						
AM snacks-(apple pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and fried chicken), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(cassava cake special & can juice 220ml)	pax	12	₱ _____	₱ _____		
Subtotal Lot 2			₱ _____	₱ _____		
<b>Lot 3: 3rd Level Training on EA Delineation</b>						
<b>January 31, 2024</b>						
AM snacks-(apple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native bibingka/puto big and can juice 220ml)	pax	8	₱ _____	₱ _____		
<b>February 1, 2024</b>						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and fried chicken), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(cassava cake special & can juice 220ml)	pax	8	₱ _____	₱ _____		
<b>February 2, 2024</b>						
AM snacks-(pineapple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Pork Adobo and Tinolang Isda), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(binignit special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Subtotal Lot 3			₱ _____	₱ _____		
<b>Specs for AM/PM Snacks</b>						
Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws.						
<b>Specs for Lunch</b>						
Buffet Style catering service: Reusable plates, mugs and cutlery						
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 Philippine Statistics Authority 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.						
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

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 of authorized representative/signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

Date: \_\_\_\_\_