



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

RSSO XIII (Caraga)

**REQUEST FOR QUOTATION**



The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services for Provincial Level Training for Various Agricultural Surveys- 1st Quarter 2025, 3rd Level Training on 2024 Annual Survey on Philippine Business and Industry (ASPBI) and Survey and on Information and Technology (SICT) Field Operations, Monthly/Quarterly Labor Force Surveys for February and April 2025, CRM Thanksgiving Mass and Motorcade and for the Conduct of IACCRVS Meeting (1st Quarter)**

Name of Project	Statistical and Civil Registration
Solicitation	PDI RFQ No. 2025-01-002
Reference Number	PDI PR No. 2025-01-004, 005, 006, 007 (Lot1) & 008
Location	PSA-Province of Dinagat Islands
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php86,100.00
Date of Delivery	Lot 1: March 10-11, 2025 Lot 2: March 12-13, 2025 Lot 3: March 17-18, 2025 Lot 4: March 24-26, 2025 Lot 5: April 17-11, 2025 Lot 6: Feb.6-7, 2025 Lot 7: April 2-4, 2025 Lot 8: Feb.3, 2025 Lot 9: March 27, 2025

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **09:00 AM on January 22, 2025** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

*Pres P. Villarina*  
**PRESA P. VILLARINA**  
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>In Lot: Catering Services for Provincial Level Training for Various Agricultural Surveys- 1st Quarter 2025, 3rd Level Training on 2024 Annual Survey on Philippine Business and Industry (ASPBI) and Survey and on Information and Technology (SICT) Field Operations, Monthly/Quarterly Labor Force Surveys for February and April 2025, CRM Thanksgiving Mass and Motorcade and for the Conduct of IACCRVS Meeting (1st Quarter)</b>						
<b>Lot 1: Meals and Snacks for Training on Crop Production Survey(Commercial &amp; Household) with Farm Price Survey</b>						
<b>ABC: Php5,400.00</b>						
<b>Date: March 10-11, 2025</b>						
<b>Mar 10, 2025</b>						
AM Snacks (Fruit Juice & Biko)	pax	5	₱ _____	₱ _____		
Lunch (Rice, Pinakbet, fried chicken, tinolang isda, water and iced tea)	pax	5	₱ _____	₱ _____		
PM Snacks (Melon Juice & Cake)	pax	5	₱ _____	₱ _____		
<b>Mar 11, 2025</b>						
AM Snacks (Fruit Juice & Torta)	pax	5	₱ _____	₱ _____		
Lunch (Rice, Pork Liempo, Steamed Vegetables, Tinolang isda, water and iced tea)	pax	5	₱ _____	₱ _____		
PM Snacks (Fruit Shake & Spaghetti with bread)	pax	5	₱ _____	₱ _____		

**Lot 2: Meals and Snacks for 3rd Level Training for Fishery Production Survey**

ABC: Php9,720.00

Date: March 12-13, 2025

**Mar 12, 2025**

AM Snacks (Buko Juice & Native Kakanin)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Pork sinigang, Chicken curry, lumpia, water and iced tea)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Fruit Juice & Burger)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

**Mar 13, 2025**

AM Snacks (Lemon Juice & Biko)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Pinakbet, fried chicken, Beef/pork nilaga, water and iced tea)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Fruit Juice & Carrot Cake)

pax 9 P\_\_\_\_\_ P\_\_\_\_\_

**Lot 3: Meals and Snacks for 3rd Level Training for Livestock and Poultry-Household and Establishment-based**

ABC: Php7,560.00

Date: March 17-18, 2025

**Mar 17, 2025**

AM Snacks (Fruit Juice & Pineapple Pie)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Chopsuey, Chicken tinola, Pork Menudo, water and iced tea)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Fruit & Burger)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

**Mar 18, 2025**

AM Snacks (Pineapple Juice & Biko)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Chicken Tinola, pork adobo, cordon bleu, water and iced tea)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Fruit shake & Cake)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

**Lot 4: Meals and Snacks for Training on PCPS MPCSR and RCSS**

ABC: Php11,340.00

Date: March 24-26, 2025

**Mar 24, 2025**

AM Snacks (Fruit Juice & Native Kakanin)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Chopsuey, Pork Sinigang, fish fillet, water and iced tea)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Buko Juice & Burger)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

**Mar 25, 2025**

AM Snacks (Buko Juice and Buko Pie)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Pinakbet, fried chicken, tinolang isda, water and iced tea)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Pineapple Juice & Chocolate Cake)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

**Mar 26, 2025**

AM Snacks (Fruit Juice & Moron with Puto)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

Lunch (Rice, Isdang Kinilaw, Steamed Vegetables, Pork Tinola, water and iced tea)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

PM Snacks (Fruit Juice & Spaghetti with bread)

pax 7 P\_\_\_\_\_ P\_\_\_\_\_

**Lot 5: 3rd Level Training on 2024 Annual Survey on Philippine Business and Industry (ASPBI) and Survey and on Information and Technology (SICT) Field Operations**

ABC: Php16,200.00

Date: April 7-11, 2025

<b>April 7, 2025</b>					
AM snacks (Empanada & Fruit Juice)	pax	6	P_____	P_____	
Lunch (Rice, Reilenong Bangus, Caldereta, Bihon Guisado, fruits/dessert, softdrink)	pax	6	P_____	P_____	
PM snacks ( Burger & Fruit Juice)	pax	6	P_____	P_____	
<b>April 8, 2025</b>					
AM snacks (Puto Cheese & Coffee/Juice)	pax	6	P_____	P_____	
Lunch (Rice, Nilagang Baboy/Beef, Ensaladang Talong, Fish Fillet, fruits/dessert, softdrink)	pax	6	P_____	P_____	
PM snacks ( Butchi & Palitao & Fruit Juice)	pax	6	P_____	P_____	
<b>April 9, 2025</b>					
AM snacks (Cake & Coffee/Juice)	pax	6	P_____	P_____	
Lunch (Rice, Chicken Tinola, Chicken Cordeu, Chopsuey, fruits/dessert, softdrink)	pax	6	P_____	P_____	
PM snacks ( Empanada & Fruit Juice)	pax	6	P_____	P_____	
<b>April 10, 2025</b>					
AM Snacks (Fresh Fruit Juice & Native Kakanin)	pax	6	P_____	P_____	
Lunch (Rice, Chopsuey, Chicken tinola, Escabeche, water and iced tea)	pax	6	P_____	P_____	
PM Snacks (Fresh Juice & Cake/Burger)	pax	6	P_____	P_____	
<b>April 11, 2025</b>					
AM snacks (Tuna-egg Sandwich with chips & Coffee/Juice)	pax	6	P_____	P_____	
Lunch (Rice, Nilagang Baboy/Beef, Chicken Cordeu, Chopsuey, fruits/dessert, softdrink)	pax	6	P_____	P_____	
PM snacks ( Spaghetti with bread & Fruit Juice)	pax	6	P_____	P_____	
<b>Lot 6: Meals and Snacks for Monthly Labor Force Surveys for February 2025</b>					
<b>ABC: Php4,320.00</b>					
<b>February 6-7, 2025</b>					
<b>February 6, 2025</b>					
AM Snacks (Fruit Juice & Special Maja)	pax	4	P_____	P_____	
Lunch (Rice, Chicken Curry, Pork Nilaga, Escabeche, water and iced tea)	pax	4	P_____	P_____	
PM Snacks (Fruit Juice & Chocolate Cake)	pax	4	P_____	P_____	
<b>February 7, 2025</b>					
AM Snacks (Orange Juice & Biko)	pax	4	P_____	P_____	
Lunch (Rice, Pork Afritada, fried chicken, Tinolang Isda, water and iced tea)	pax	4	P_____	P_____	
PM Snacks (Fruit Juice & Burger)	pax	4	P_____	P_____	
<b>Lot 7: Meals and Snacks for 3rd Level Training 2025 April Labor Force Survey</b>					
<b>ABC: Php9,720.00</b>					
<b>Date: April 2-4, 2025</b>					
<b>02 April 2025</b>					
AM Snacks (Juice & Native Kakanin)	pax	6	P_____	P_____	
Lunch (Rice, Chopsuey, Chicken tinola, fried fish, water and iced tea)	pax	6	P_____	P_____	
PM Snacks (Juice & Burger)	pax	6	P_____	P_____	

**03 April 2025**

AM Snacks (Juice & Biko)  
 Lunch (Rice, Pork Afritada, fried chicken, tinolang isda, water and iced tea)  
 PM Snacks (Juice & Cake)

pax	6	P _____	P _____
pax	6	P _____	P _____
pax	6	P _____	P _____

**04 April 2025**

AM Snacks (Tablea & Moron)  
 Lunch (Rice, Kinilaw, Steamed Vegetables, Pork Nilaga, water and iced tea)  
 PM Snacks (Juice & Spaghetti with bread)

pax	6	P _____	P _____
pax	6	P _____	P _____
pax	6	P _____	P _____

**Lot 8: Meals and Snacks during CRM Thanksgiving Mass and Motorcade**

**ABC: Php17,640.00**  
**February 3, 2025**

Morning Snacks (Cheese Burger and Fruit Shake)  
 Lunch (Rice, Fried Chicken, Pork Caldereta, Tinolang Isda, Fruits, Softdrink and Bottled Mineral Water)

pax	42	P _____	P _____
pax	42	P _____	P _____

**Lot 9: Conduct of IACCRVS Meeting (1st Quarter)**

**ABC: Php4,200.00**  
**Date: March 27, 2025**

Morning Snacks (Cheese Burger and Fruit Shake)  
 Lunch (Rice, Fried Chicken, Pork Caldereta, Tinolang Isda, Fruits, Softdrink and Bottled Mineral Water)

pax	10	P _____	P _____
pax	10	P _____	P _____

**Inclusion: Free flowing coffee**

**Specs for AM & PM Snacks**

Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon and fork, paper cups, paper straws)

**Specs for Lunch**

Buffet style catering services: 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 as stated below:*

- Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services;
- Reusable foodware such as plates, cutlery, containers, stirrers, mugs or cups for hot drinks and glass for water or beverage shall be utilized
- Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also served in reusable bottles, bowls, or dispensers.

**TOTAL AMOUNT IN FIGURES:**

**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 of authorized representative/Signature: \_\_\_\_\_

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

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

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

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

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Cellphone No. \_\_\_\_\_

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