



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>	Various Trainings and Briefing on Agriculture Statistics Surveys for Q2 2024 April Labor Force Survey
<b>Solicitation</b>	SDN Solicitation No. 2024-03-001
<b>PR Number</b>	SDN PR No. 2024-03-018 SDR PR No. 2024-03-019
<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: PhP10,800 Lot 2: PhP12,960 Lot 3: PhP9,720 Lot 4: PhP8,640 Lot 5: PhP8,640 Lot 6: PhP12,960.00
<b>Date of Delivery</b>	Lot 1: April 25 and 26, 2024 Lot 2: June 10 and 11, 2024 Lot 3: June 13 and 14, 2024 Lot 4: June 25 and 26, 2024 Lot 5: June 27 and 28, 2024 Lot 6: April 2 to 5, 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 March 20, 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: RCSS: Household and Commercial (RCSS: H and C) for Q2 2024</b>						
<b>Provincial Training/Briefing</b>						
April 25, 2024						
AM snacks-(apple pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	pax	10	₱ _____	₱ _____		
April 26, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	10	₱ _____	₱ _____		
<b>Subtotal</b>			₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 2: Quarterly Fisheries Survey (QCFS, QMFS QIFS and QAQS) for Q2 2024 Provincial Training/Briefing</b>						
June 10, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	12	₱ _____	₱ _____		
June 11, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	12	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	12	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	12	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
<b>Lot 3: Crops Production Survey (CrPS) with Farm Price for Q2 2024 Provincial Training/Briefing</b>						
June 13, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	9	₱ _____	₱ _____		
June 14, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	9	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
<b>Lot 4: Commercial and Backyard Livestock and Poultry Surveys (CLPS/BLPS) for Q2 2024 Provincial Training/Briefing</b>						
June 25, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	pax	8	₱ _____	₱ _____		
June 26, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(palabok special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
<b>Lot 5: Palay Production Survey and Corn Production Survey (PPS and CPS) and Palay &amp; Corn Situation Reporting System (MPCSR) for Q2 2024 Provincial Training/Briefing</b>						
June 27, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	pax	8	₱ _____	₱ _____		
June 28, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Subtotal			₱ _____	₱ _____		
<b>Lot 6: April Labor Force Survey</b>						
April 2, 2024						
AM Snacks-(apple pie special and can juice 220ml)	pax	6	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	₱ _____	₱ _____		
PM Snacks-(native puto/bibingka big & can juice 220ml)	pax	6	₱ _____	₱ _____		
April 3, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	6	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	6	₱ _____	₱ _____		
April 4, 2024						
AM Snacks-(apple pie special and can juice 220ml)	pax	6	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
PM Snacks-(native puto/bibingka big & can juice 220ml)	pax	6	P_____	P_____		
April 5, 2024						
AM snacks-(egg pie special and can juice 220ml)	pax	6	P_____	P_____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	P_____	P_____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	6	P_____	P_____		
Subtotal			P_____	P_____		
<b>Specs for AM/PM Snacks</b> Packaging: Recyclable (e.g., cartoon 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>				P		
<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: \_\_\_\_\_