



**REQUEST FOR QUOTATION FORM**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the **Procurement of Catering Services for the Various Training/Briefing on Agricultural Surveys and Provincial Data Review (PDR) for the Q2 2025**

Name of Project	Various Training/Briefing on Agricultural Surveys and Provincial Data Review (PDR) for the Q2 2025
Solicitation	SDN RFQ No. 2025-03-002
PR Number	SDN PR No. 2025-03-023
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php 71,280.00
Date of Delivery	Lot 1: April 28 to 30, 2025
	Lot 2: June 19 and 20, 2025
	Lot 3: June 11 and 13, 2025
	Lot 4: June 16 and 17, 2025
	Lot 5: June 26 and 27, 2025
	Lot 6: July 8 to 12, 2025

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **09:00 AM on April 2, 2025**, at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**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>Venue: PSA SDN Conference Room, Surigao City</b>						
<b>Lot 1. Procurement of Catering Services for the Provincial Level Training on Q2 2025 RCSS: Household and Commercial (RCSS: H and C) and Palay and ABC: Php 14,040.00</b>						
<b>April 28, 2025</b>						
AM snacks-(cassava 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 and can juice 220ml)	pax	10	₱ _____	₱ _____		
<b>April 29, 2025</b>						
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>April 30, 2025</b>						
AM snacks-(apple 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 bibingka big and can juice 220ml)	pax	6	₱ _____	₱ _____		
<b>Subtotal</b>			₱ _____	₱ _____		
<b>Lot 2. Procurement of Catering Services for the Provincial Level Training on Q2 2025 Crops Production Survey with Farm Price (CrPS)</b>						
<b>ABC: Php 9,720.00</b>						
<b>June 19, 2025</b>						
AM snacks-(apple pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	9	₱ _____	₱ _____		
<b>June 20, 2025</b>						
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	₱ _____	₱ _____		
<b>Subtotal</b>			₱ _____	₱ _____		

**Lot 3. Provincial Level Training on Q2 2025 Quarterly Fisheries Survey (QCFS, QMFS QIMFS, QAqS)**

**ABC: Php 8,640.00**

**June 11, 2025**

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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**June 13, 2025**

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

₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**Lot 4. Provincial Level Training on Q2 2025 Commercial and Backyard Livestock and Poultry Surveys (CLPS/BLPS)**

**ABC: Php 8,640.00**

**June 16, 2025**

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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**June 17, 2025**

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

₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**Lot 5. Provincial Level Training on Q2 2025 Quarterly Palay Production Survey and Corn Production Survey (PPS and CPS) and Palay & Corn Situation Reporting System**

**ABC: Php 8,640.00**

**June 26, 2025**

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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**June 27, 2025**

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

₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**Lot 6. Procurement of Catering Services for the Provincial Data Review for the Q2 2025 Agriculture and Fisheries Statistics Surveys**

**ABC: Php 21, 600.00**

**July 8, 2025**

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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**July 9, 2025**

AM snacks-(egg pie special and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

Lunch-2 main dishes (Menudo and Tinolang isda), 1 dessert, 1 soup, 1 rice, 1 bottled drink

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

PM snacks-(3 pcs-native suman and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**July 10, 2025**

AM snacks-(banana cake 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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**July 11, 2025**

AM snacks-(cassava 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 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**July 12, 2025**

AM snacks-(chicken burger 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 puto/bibingka big and can juice 220ml)

pax 8 ₱ \_\_\_\_\_ ₱ \_\_\_\_\_

Subtotal

₱ \_\_\_\_\_ ₱ \_\_\_\_\_

**Specs for AM/PM Snacks**

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

**Specs for Lunch**

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		
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<b>TOTAL AMOUNT IN WORDS:</b>						
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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: \_\_\_\_\_