



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSO 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 for the 2024 POPCEN-CBMS Data and Map Processing Provincial Level Training**

Name of Project	2024 POPCEN-CBMS Data and Map Processing Provincial Level Training
Solicitation	Solicitation No. 2024-08-002
PR Number	SDN PR No. 2024-08-046
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)	Php124,200.00
Date of Delivery	September 9-13, 2024

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 September 6, 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
In Lot: Conduct of 2024 POPCEN-CBMS Data and Map Processing Provincial Level Training						
Venue: PSA SDN						
September 9, 2024						
AM snacks-(apple pie special and can juice 220ml)	Pax	46	P _____	P _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	Pax	46	P _____	P _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	Pax	46	P _____	P _____		
September 10, 2024						
AM snacks-(egg pie special and can juice 220ml)	Pax	46	P _____	P _____		
Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat), 1 leche flan, 2 rice, 1 bottled drink	Pax	46	P _____	P _____		
PM snacks-(native suyongsong big and can juice 220ml)	Pax	46	P _____	P _____		
September 11, 2024						
AM snacks-(chicken burger and can juice 220ml)	Pax	46	P _____	P _____		
Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink	Pax	46	P _____	P _____		
PM snacks-(bananaque and can juice 220ml)	Pax	46	P _____	P _____		
September 12, 2024						
AM snacks-(sandwich and can juice 220ml)	Pax	46	P _____	P _____		
Lunch-3 dishes (Chopsuey, fish tinola, pork liempo), 1 buko pie, 2 rice, 1 bottled drink	Pax	46	P _____	P _____		
PM snacks-(siopao and can juice 200ml)	Pax	46	P _____	P _____		
September 13, 2024						
AM snacks-(apple pie special and can juice 220ml)	Pax	46	P _____	P _____		
Lunch-3 dishes (shrimp sinigang, pancit guisado, and vegetable salad), 1 tapioca dessert, 2 rice, 1 bottled drink	Pax	46	P _____	P _____		
PM snacks-(native puto/bibingka big & can juice 220ml)	Pax	46	P _____	P _____		
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 <i>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.</i>						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
TOTAL AMOUNT IN FIGURES:				P		
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: _____