



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 for the 2024 POPCEN-CBMS Municipal Level Training for Claver**

Name of Project	POPCEN-CBMS City/Municipal Level Training
Solicitation	Solicitation No. 2024-07-002
PR Number	SDN PR No. 2024-07-043
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)	Php113,940.00
Date of Delivery	July 15 to 20, 2024

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **10:00 AM on July 8, 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
Lot 2: Catering services for the 2024 POPCEN-CBMS Municipal Level Training for Claver on 15 to 20 July 2024						
Venue: to be provided by LGU						
July 15, 2024						
AM snacks-Siopao and canned juice 220ml	Pax	40	₱ _____	₱ _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	Pax	40	₱ _____	₱ _____		
PM Snacks-Banana cue and bottled juice 220ml	Pax	40	₱ _____	₱ _____		
July 16, 2024						
AM Snacks- egg pie, and canned juice 220ml	Pax	40	₱ _____	₱ _____		
Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink	Pax	40	₱ _____	₱ _____		
PM snacks-biko, and hot choco in cup	Pax	40	₱ _____	₱ _____		
July 17, 2024						
AM Snacks- Egg Sandwich and canned juice 220ml	Pax	40	₱ _____	₱ _____		
Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink	Pax	40	₱ _____	₱ _____		
PM snacks- spaghetti and canned juice 220ml	Pax	40	₱ _____	₱ _____		
July 18, 2024						
AM snacks- camote cue and canned juice 220ml	Pax	40	₱ _____	₱ _____		
Lunch-3 dishes (Chopsuey, fish tinola, pork liempo), 1 buko pie, 2 rice, 1 bottled drink	Pax	40	₱ _____	₱ _____		
PM snacks- pansit and canned juice 220ml	Pax	40	₱ _____	₱ _____		
July 19, 2024						
AM snacks- carrot cake and canned juice 220ml	Pax	40	₱ _____	₱ _____		
Lunch-3 dishes (shrimp sinigang, pancit guisado, and vegetable salad), 1 tapioca dessert, 2 rice, 1 bottled drink	Pax	40	₱ _____	₱ _____		
PM snacks- buko pie and canned juice 220ml	Pax	40	₱ _____	₱ _____		
July 20, 2024						
AM snacks- Burger and canned juice 220ml	Pax	11	₱ _____	₱ _____		
Lunch-3 dishes (chiken fillet, vegetable salad, pork sisig), 1 dessert, 2 rice, 1 bottled drink	Pax	11	₱ _____	₱ _____		
PM snacks- Chocolate cake and canned juice 220ml	Pax	11	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<p>Specs for AM/PM Snacks Packaging: Recyclable (e.g., cartoon or paper-made material, wooden spoon and fork, paper cups, paper straws.</p> <p>Specs for Lunch Buffet Style catering service: Reusable plates, mugs and cutlery</p> <p>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</p>						
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: _____