



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 Bacuag**

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|---|--|
| Name of Project | POPCEN-CBMS City/Municipal Level Training |
| Solicitation | Solicitation No. 2024-07-003 |
| 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) | Php60,480.00 |
| 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 3: Catering services for the 2024 POPCEN-CBMS Municipal Level Training for Bacuag on 15 to 20 July 2024 | | | | | | |
| Venue: to be provided by LGU | | | | | | |
| July 15, 2024 | | | | | | |
| AM snacks-Siopao and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink | Pax | 21 | ₱ _____ | ₱ _____ | | |
| PM Snacks-Banana cue and bottled juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| July 16, 2024 | | | | | | |
| AM Snacks- egg pie, and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink | Pax | 21 | ₱ _____ | ₱ _____ | | |
| PM snacks-biko, and hot choco in cup | Pax | 21 | ₱ _____ | ₱ _____ | | |
| July 17, 2024 | | | | | | |
| AM Snacks- Egg Sandwich and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink | Pax | 21 | ₱ _____ | ₱ _____ | | |
| PM snacks- spaghetti and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| July 18, 2024 | | | | | | |
| AM snacks- camote cue and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (Chopsuey, fish tinola, pork liempo), 1 buko pie, 2 rice, 1 bottled drink | Pax | 21 | ₱ _____ | ₱ _____ | | |
| PM snacks- pansit and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| July 19, 2024 | | | | | | |
| AM snacks- carrot cake and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (shrimp sinigang, pancit guisado, and vegetable salad), 1 tapioca dessert, 2 rice, 1 bottled drink | Pax | 21 | ₱ _____ | ₱ _____ | | |
| PM snacks- buko pie and canned juice 220ml | Pax | 21 | ₱ _____ | ₱ _____ | | |
| July 20, 2024 | | | | | | |
| AM snacks- Burger and canned juice 220ml | Pax | 7 | ₱ _____ | ₱ _____ | | |
| Lunch-3 dishes (chiken fillet, vegetable salad, pork sisig), 1 dessert, 2 rice, 1 bottled drink | Pax | 7 | ₱ _____ | ₱ _____ | | |
| PM snacks- Chocolate cake and canned juice 220ml | Pax | 7 | ₱ _____ | ₱ _____ | | |

| Item/s and specification/s (minimum) | Unit | Qty. | Unit Price | Total Amount (VAT inclusive) | Compliance with Technical Specifications (Please check) | |
|--|------|------|------------|------------------------------|---|----|
| | | | | | YES | NO |
| 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 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 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: | | | | 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: _____